# How to save a PDF for your Student Detail Schedule (SDS)

SDOC DE Bookstore

# Quick Links

- **Dual Enrollment Bookstore Page**
  - → <u>Guidance Services / Dual Enrollment (osceolaschools.net)</u>
- **Atlas Login**
  - → <u>Atlas Login - Valencia College</u>
- **Valencia College Online Bookstore Page**
  - → <u>Valencia College Online Bookstore (textbookx.com)</u>
- **Multi-Factor Authentication (MFA)**
  - → <u>Article - Add or Update Multi-Factor ... (teamdynamix.com)</u>
  - → <u>Multi-factor Authentication | Valencia College</u>
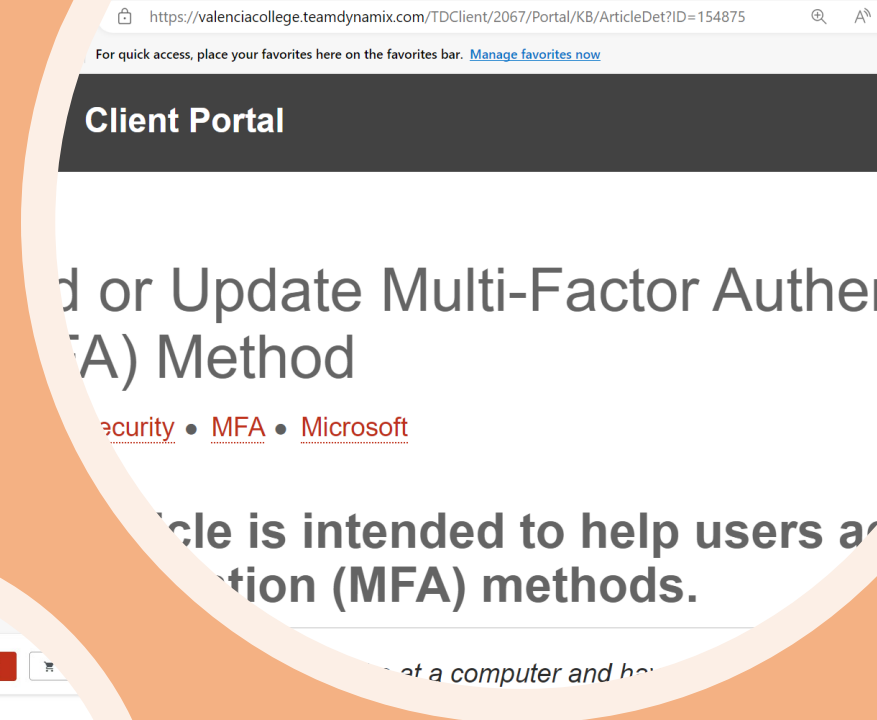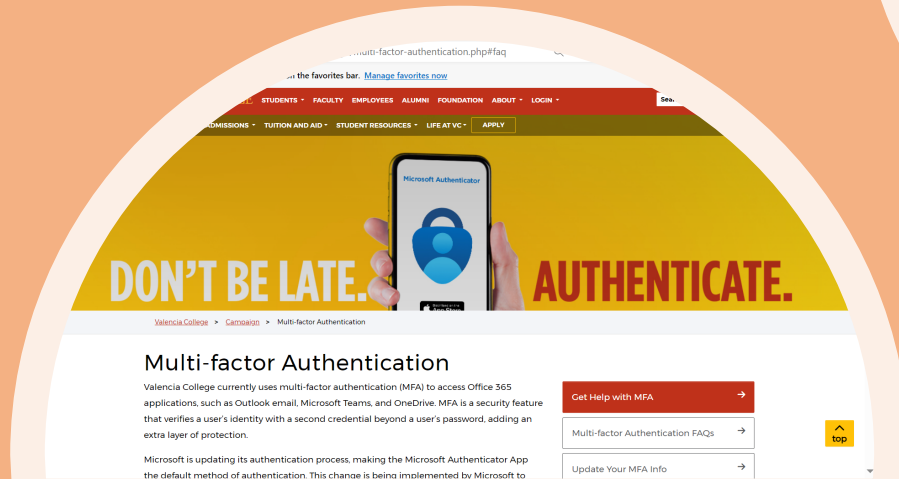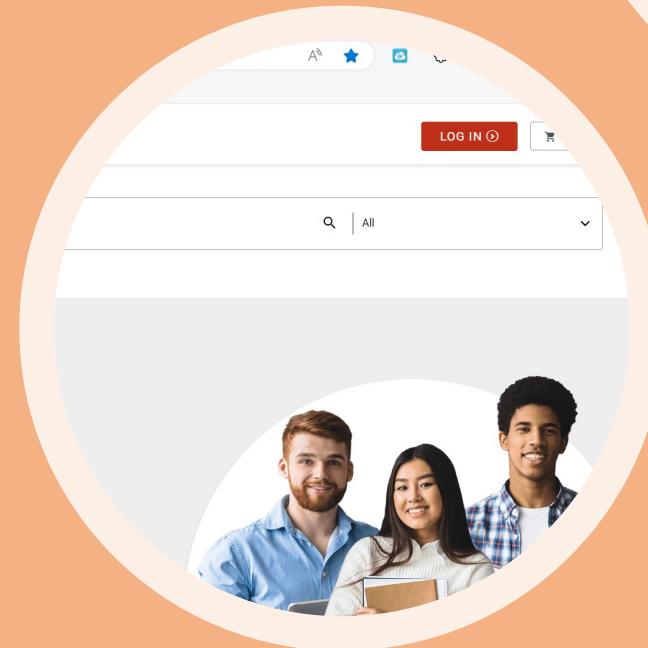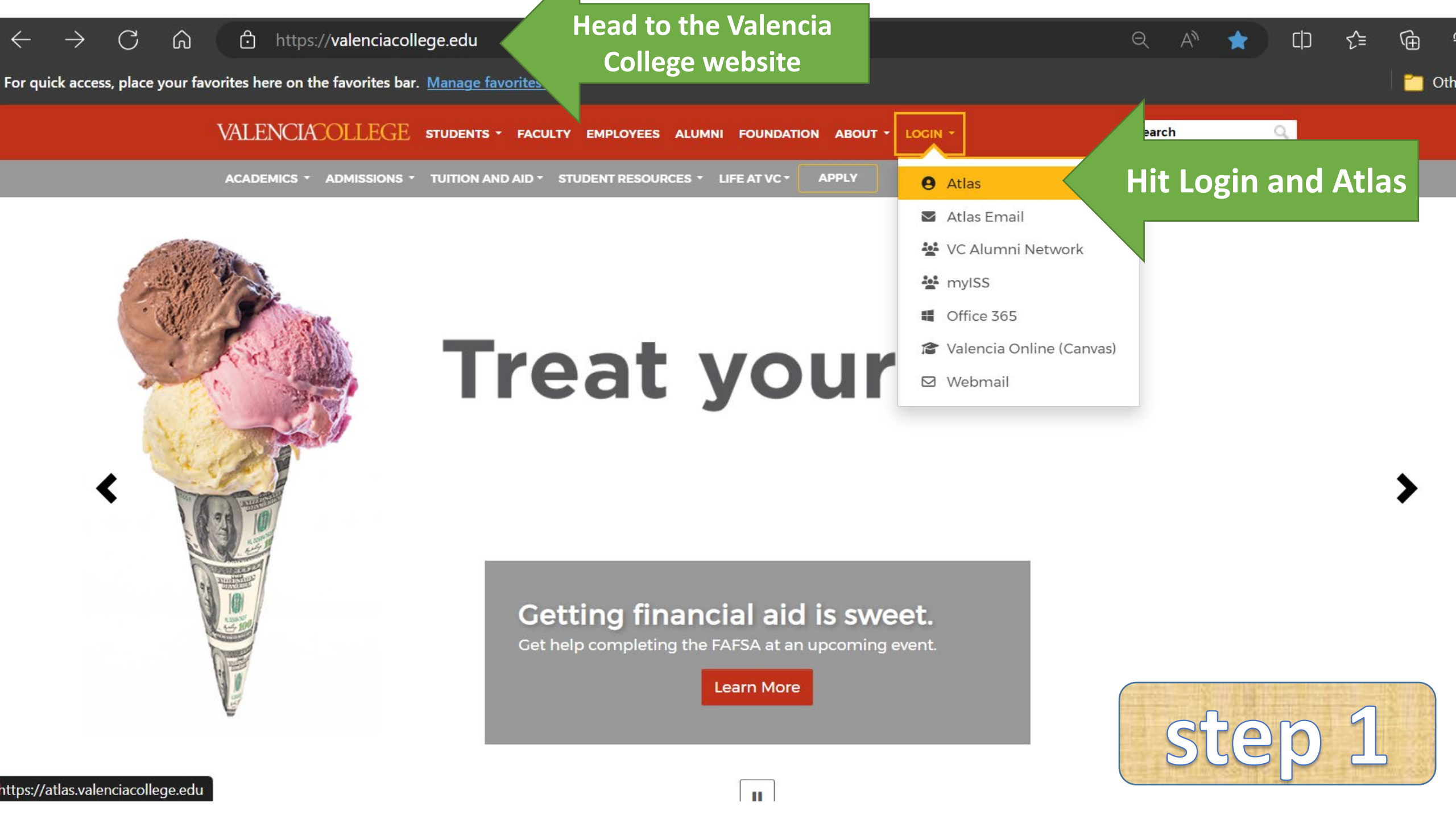
**VALENCIA**COLLEGE

Login to Canvas here.

Valencia College now requires Multifactor Authentication (MFA) for Atlas and related systems. Add or Update Multifactor Authentication Method.

**LOGIN**

Forgot Username?

Forgot Password?

Login Issues?

Sign Up for an Account

What is Atlas?

Atlas Tutorials

Former Students

**Make sure you have downloaded and linked the Microsoft Authenticator App to your account.**
Follow the instructions on the article.

step 2

rites here on the favorites bar.  Manage favorites now

**@mail. valencia college. edu**

**VALENCIACOLLEGE**

# Sign in

yourusername@mail.valenciacollege.edu

Can't access your account?

Back        **Next**

**Log-in**

Welcome to the Valencia College Office 365 Portal!

For assistance visit: valenciacollege.edu/about/support. Please provide your mobile number and/or personal email address if you need help with password resets.

🔑    Sign-in options

**step 3**

our favorites here on the favorites bar. Manage favorites now

**VALENCIACOLLEGE**

abanegas3@mail.valenciacollege.edu

## Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

26

No numbers in your app? Make sure to upgrade to the latest version.

☐ Don't ask again for 14 days

I can't use my Microsoft Authenticator app right now

More information

Welcome to the Valencia College Office 365 Portal!

Approve your sign in request on your mobile device.

After you put your password, it should prompt the Microsoft Authenticator if you linked it beforehand. If not, follow the instructions it prompts.

Click there if you can't use your app

step 4

**VALENCIACOLLEGE**

abanegas3@mail.valenciacollege.edu

## Verify your identity

Approve a request on my Microsoft Authenticator app

Approve a request on my Outlook mobile app

123  Use a verification code

Text +X (XXX) XXX-XX86

Call +X (XXX) XXX-XX86

More information

Are your verification methods current? Check at
https://aka.ms/mfasetup

Choose an alternative option to verify your identity.

step 5

For quick access, place your favorites here on the favorites bar.   Manage favorites now

# VALENCIACOLLEGE

**My Atlas**

**Courses**

> Once in Atlas, head to Courses

**Students**

**Lifemap**

**Help**

## Atlas Search

Enter Search Text

[Search]

## ~~ship~~ ~~Applications~~

2023 Valencia College Foundation Scholarship Application closed on October 27, 2023

## VC Safe

**Safety Ap
Students**

The Valen
app allow
to simulta
send thei
in case of
campus.
safety fea
emergend

## Downtown Campus Password Tools

**Downtown Campus Pass
Tools**

## Libraries

- Search the Library

**step 6**

https://atlas-awpd-prd.valenciacollege.edu/web/home-community/courses

Other favorit

# VALENCIACOLLEGE

Sign Out

- My Atlas
- **Courses**
- Students
- Lifemap
- Help

## Important Dates

**View All College Calendars**

## Core Competencies

- Think
- Value
- Act
- Communicate

**Learn About Valencia's Core Competencies**

## My Courses

- My Courses (Canvas)
- Canvas Resources
- Canvas 101
- Online Tutoring
- West Campus Writing Center (in-person help)

**Student Detail Schedule**

### Canvas Resources

Log into Canvas 101 for tutorials on how to log in, navigate, set up notifications, submit assignments, check your grades, and communicate with your instructors. For additional FAQs and resources, visit

## Registration

**Register for Classes**

▸ Registration

▸ Payment and Admissions

▸ Tips and Tools

Once in Courses, head to Student Detail Schedule.

step 7

https://banner.aws.valenciacollege.edu/StudentRegistrationSsb/ssb/registrationHistory/registrationHistory

# VALENCIACOLLEGE

Alida Banegas

Student • Registration • View Registration Information

## View Registration Information

Look up a Schedule | Active Registrations

### Class Schedule

**Term:** Fall 2020 Credit Courses

**Hit the dropdown button to select the corresponding term.**
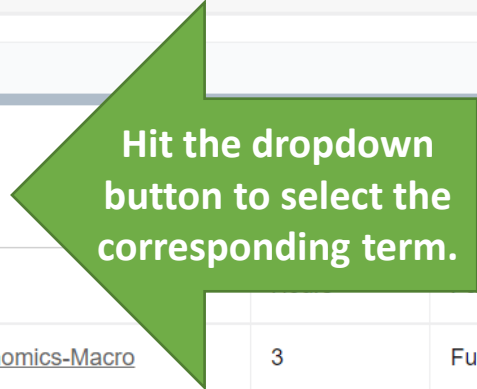
| CRN | Details | Title | | rt Of Term | Schedule Type | Status | Date |
|-----|---------|-------|---|-----------|---------------|--------|------|
| 16209 | ECO 2013, P01 | Principles of Economics-Macro | 3 | Full Term | Classroom Section | Registered | 08/24/2020 |
| 18091 | POS 2041, W36 | U.S. Government | 3 | Full Term | Classroom Section | Registered | 08/22/2020 |

Schedule | Schedule Details

**Class Schedule for Fall 2020 Credit Courses**

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--------|--------|---------|-----------|----------|--------|----------|
| 2am | | | | | | | |
| 3am | | | | | | | |

© 2013-2023 Ellucian Company L.P. and its affiliates. All rights reserved.

step 8

# View Registration Information

| Look up a Schedule | Active Registrations |
|---|---|

## Class Schedule

**Term:** Fall 2020 Credit Courses ▲

| | Fall 2022 Credit Courses ▲ | |
|---|---|---|
| CRN | | Ho |
| | Spring 2023 Credit Courses | |
| 16209 | | conomics-Macro | 3 |
| | Summer 2023 Credit Courses | |
| 18091 | | nt | 3 |
| 📅 Sch | Fall 2023 Credit Courses | |
| **Class S** | Spring 2024 Credit Courses | y |
| 2am | | |
| 3am | | |

Scroll down to find the correct term to work with.

step 9

A banner will pop-up after you hit the print icon.

# Valencia College

# Alida Banegas Spring 2024 Credit Courses Schedule

**Classification:** Sophomore **Level:** Credit
**College:** Post Secondary Vocational **Major:** AS Bus Admin Mgmt Spec

| Title | Course Details | Credit Hours | CRN | Meeting Times |
|-------|----------------|--------------|-----|---------------|
| Business Admin Capstone | GEB 2860 W01 | 3.0 | 25352 | 01/08/2024 - 04/28/2024 Off Campus, Online Jessica Camilo |

Total Hours | Registered: 3 | Billing: 3 | CEU: 0

ⓘ This is a general view of your term schedule. To see your detailed schedule, click on Schedule Details located on the bottom left on the View Registration Information page.

This is the reimaged Student Detailed Schedule that students will submit for approval from school counselor.

step 11

**Valencia College**

## Alida Banegas Spring 2024 Credit Courses Schedule

**Classification:** Sophomore **Level:** Credit
**College:** Post Secondary Vocational **Major:** AS Bus Admin Mgmt Spec

| Title | Course Details | Credit Hours | CRN | Meeting Times |
|---|---|---|---|---|
| Business Admin Capstone | GEB 2860 W01 | 3.0 | 25352 | 01/08/2024 - 04/28/2024 Off Campus, Online Jessica Camilo |

Total Hours | Registered: 3 | Billing: 3 | CEU: 0

ⓘ This is a general view of your term schedule. To see your detailed schedule, Registration Information page.

| | | |
|---|---|---|
| ← | Back | Alt+Left arrow |
| ↻ | Refresh | Ctrl+R |
| 🖫 | Save as | Ctrl+S |
| 🖶 | Print | Ctrl+P |
| ⊞ | Create QR Code for this page | |
| Aⁿ | Read aloud | Ctrl+Shift+U |
| あ | Translate to English | |
| ⊕ | Add page to Collections | ▸ |
| ⬈ | Share | |
| | View page source | Ctrl+U |
| ⌸ | Inspect | |

Hit Print

Prompt the printing feature on your computer by either
- right clicking on the mouse
- or hit Crtl+P on the keyboard.

step 12

**Print**

Total: 1 sheet of paper

Save as PDF

**Printer**

HSED-HPCLJm477fdn-078A (...  ⌄

Save as PDF

OneNote for Windows 10
Ready

OneNote (Desktop)
Ready

Microsoft XPS Document Writer
Ready

Microsoft Print to PDF

**Pages**

◉ All

◯   e.g. 1-5, 8, 11-13

**Print**          **Cancel**

**Valencia College**

**Alida Banegas Spring 2024 Credit Courses Schedule**

**Classification:** Sophomore **Level:** Credit
**College:** Post Secondary Vocational **Major:** AS Bus Admin Mgmt Spec

| Title | Course Details | Credit Hours | CRN | Meeting Times |
|---|---|---|---|---|
| Business Admin Capstone | GEB 2860 W01 | 3.0 | 25352 | 01/08/2024 - 04/28/2024<br>Off Campus, Online<br>Jessica Camilo |

Total Hours | Registered: 3 | Billing: 3 | CEU: 0

This is a general view of your term schedule. To see your detailed schedule, click on Schedule Details located on the bottom left on the View Registration Information page.

**Change the printer option to SAVE A PDF. This will prompt to save to your computer.**

step 13

# Print

Total: 1 page

**Printer**

Save as PDF ⌄

**Layout**

◉ Portrait

◯ Landscape

**Pages**

◉ All

◯ e.g. 1-5, 8, 11-13

More settings ⌄

Print using system dialog... (Ctrl+Shift+P)

**Save**    **Cancel**

Hit Save

**Valencia College**

**Alida Banegas Spring 2024 Credit Courses Schedule**

Classification: Sophomore Level: Credit
College: Post Secondary Vocational Major: AS Bus Admin Mgmt Spec

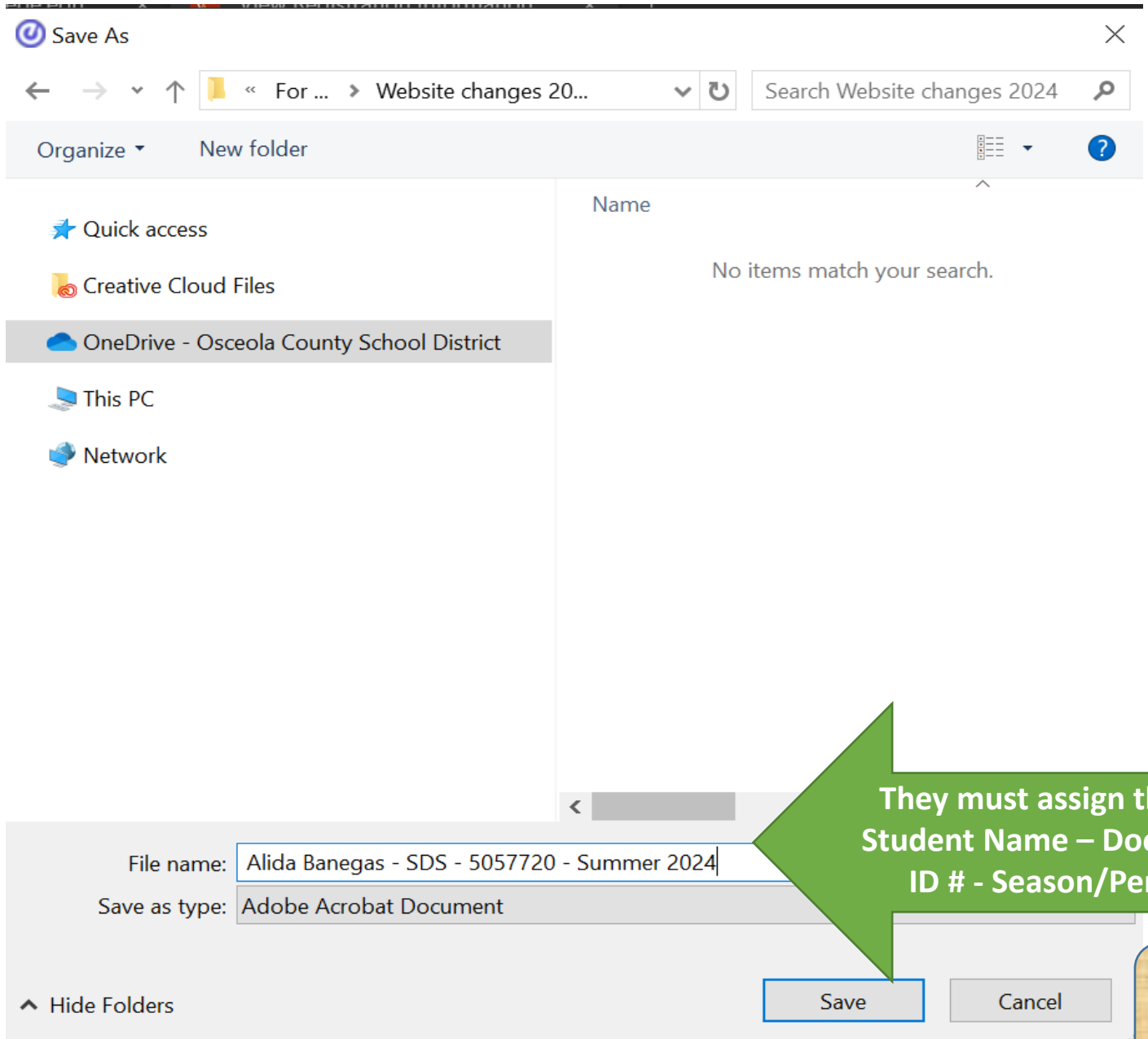| Title | Course Details | Credit Hours | CRN | Meeting Times |
|---|---|---|---|---|
| Business Admin Capstone | GEB 2890 W01 | 3.0 | 25352 | 01/08/2024 - 04/26/2024 Off Campus, Online Jessica Camilo |

Total Hours | Registered: 3 | Billing: 3 | CEU: 0

This is a general view of your term schedule. To see your detailed schedule, click on Schedule Details located on the bottom left on the View Registration Information page.

**Finish saving onto your computer.**

step 14

# Save As

← → ∨ ↑ | « For ... > Website changes 20... | ∨ ↻ | Search Website changes 2024 🔍

Organize ▾    New folder                                                  ⊞ ▾    ❓

⭐ Quick access

🔴 Creative Cloud Files

☁ OneDrive - Osceola County School District

💻 This PC

🌐 Network

**Name** ∧

No items match your search.

File name: Alida Banegas - SDS - 5057720 - Summer 2024

Save as type: Adobe Acrobat Document

**They must assign the document name as: Student Name – Document Name – Student ID # - Season/Period and "Click Save"**

∧ Hide Folders                          Save          Cancel

**step 15**

# Hours of Operations

- Please visit us within these hours:
  - 04/24/2024–05/24/2024 8:30am-4:00pm Monday-Friday
  - 06/10/2024-06/20/2024 7:30am-4:30pm Monday-Thursday
- Need help outside of business hours? Click the After-Hours Request Link for special circumstances.
- If the store is already closed, no more materials can be ordered, and the student will be responsible for their own materials.
- Join Remind so you don't miss the schedule: https://www.remind.com/join/destu

***Schedule subject to change every semester

## SUMMER TERM 2024

**BOOKSTORE OPEN**
**APRIL 24 - MAY 24**

Closed Saturday and Sunday

8:30 AM - 4:00 PM

**BOOKSTORE OPEN**
**JUNE 10 - 20**

Closed Friday, Saturday, and Sunday

7:30 AM - 4:30 PM

803 Bill Beck Blvd Kissimmee, FL 34744

# Need Help?

If you have any other questions, concerns, or worries please contact Alida Banegas through:

email at alida.banegas@osceolaschools.net,

call 407-870-8236 or leave a voicemail,

and/or message through Remind: https://www.remind.com/join/destu.