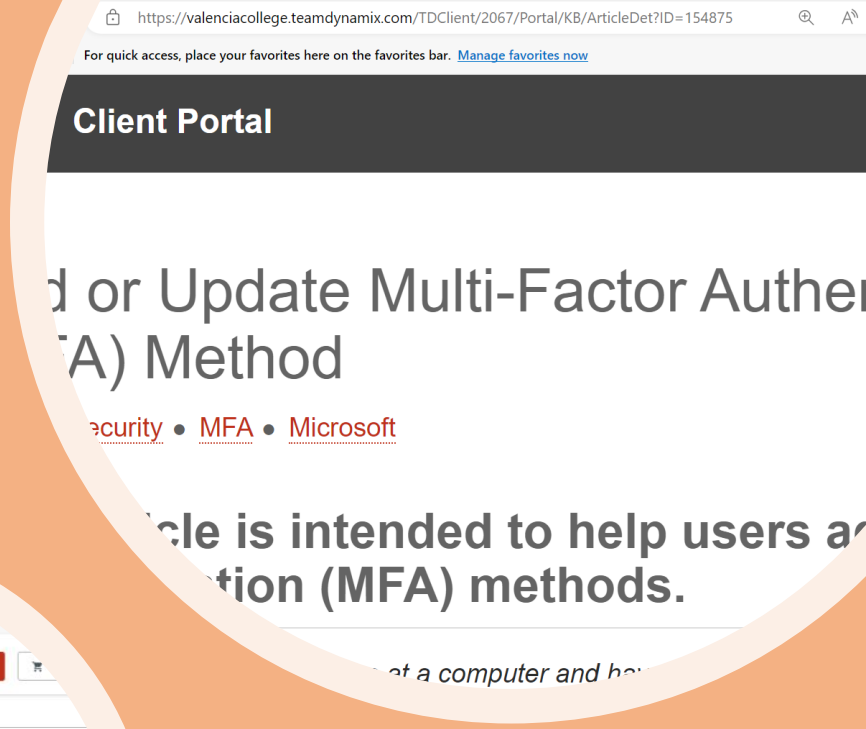
How to save a PDF for your Student Detail Schedule (SDS)

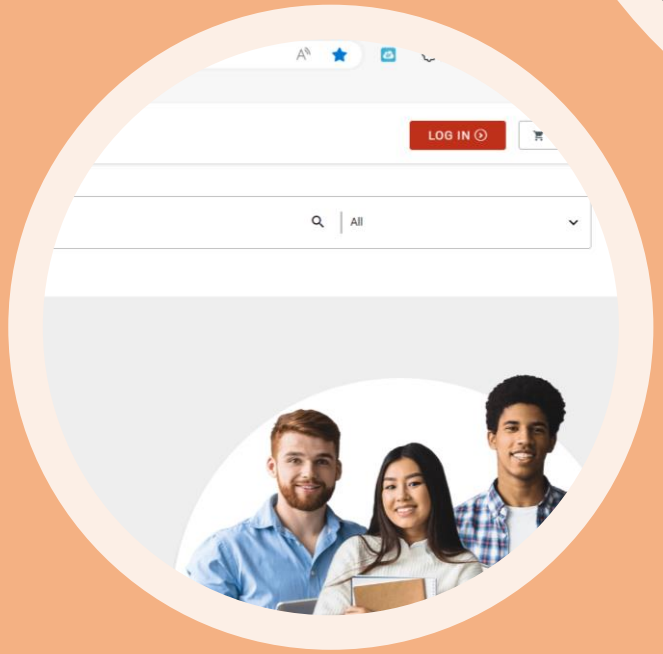
SDOC DE Bookstore

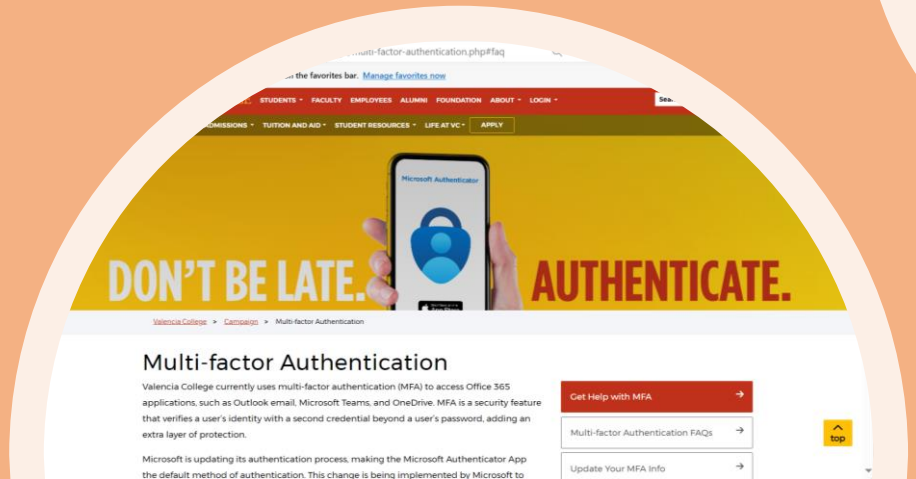
Step-by-step and
videos included

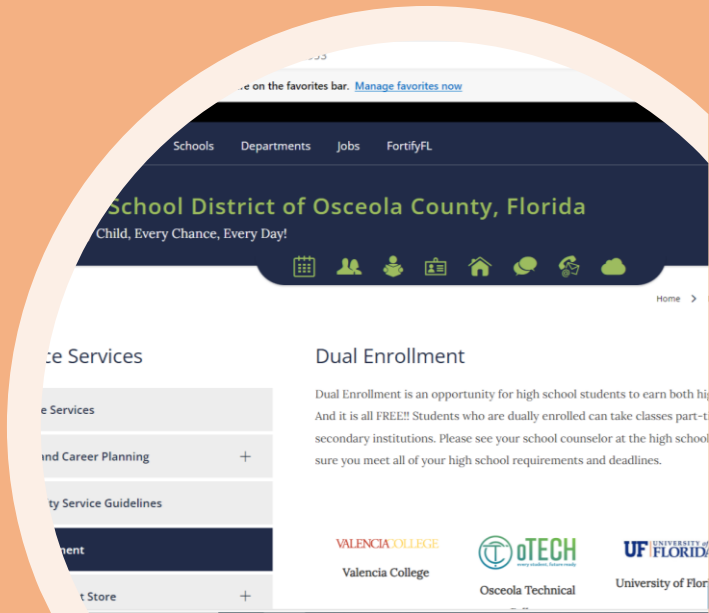
Quick Links

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









Head to the Valencia College website

https://valenciacollege.edu

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

VALENCIACOLLEGE STUDENTS FACULTY EMPLOYEES ALUMNI FOUNDATION ABOUT LOGIN

ACADEMICS ADMISSIONS TUITION AND AID STUDENT RESOURCES LIFE AT VC APPLY

Hit Login and Atlas

- Atlas
- Atlas Email
- VC Alumni Network
- myISS
- Office 365
- Valencia Online (Canvas)
- Webmail

Treat your

Getting financial aid is sweet.

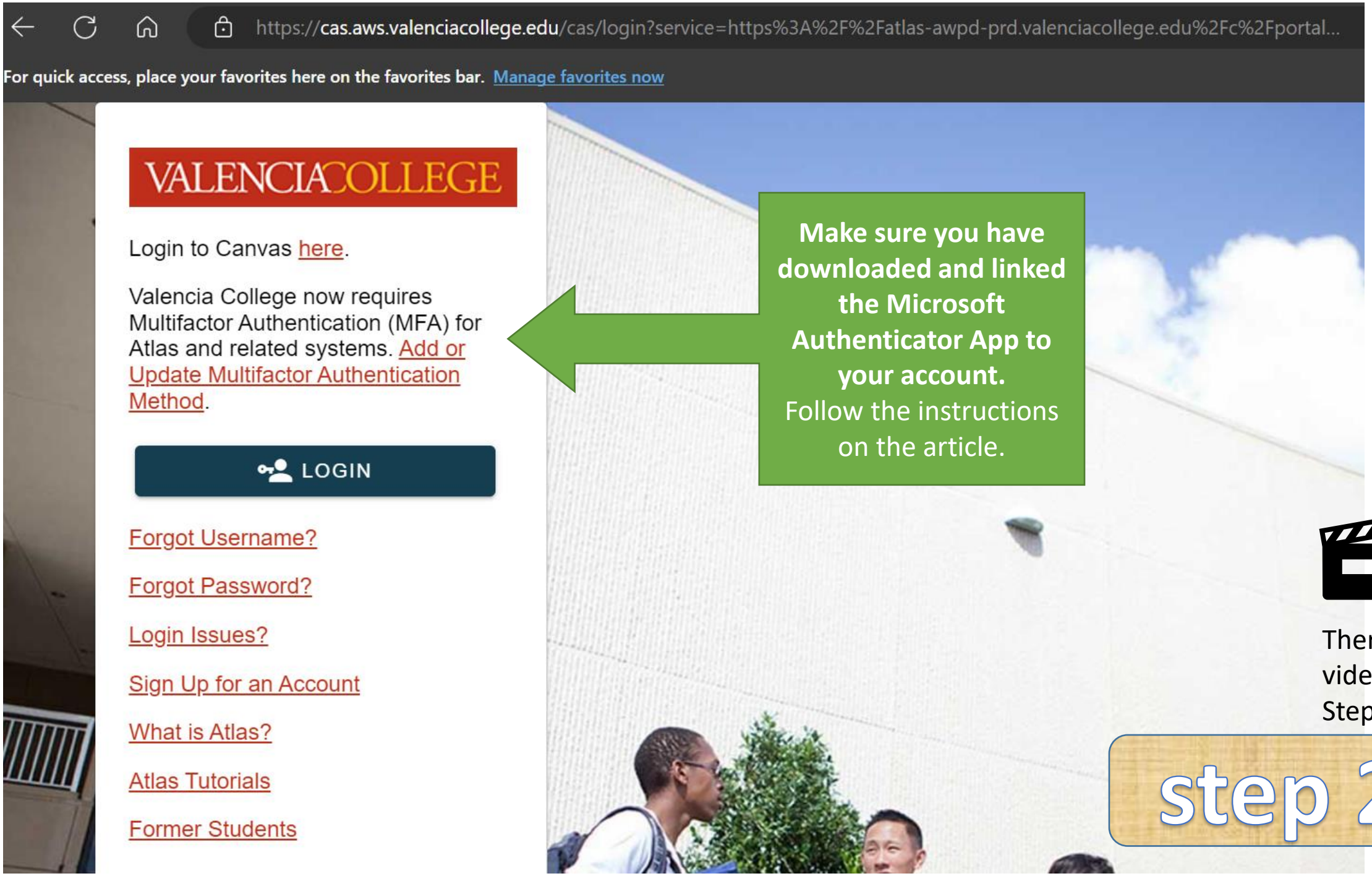
Get help completing the FAFSA at an upcoming event.

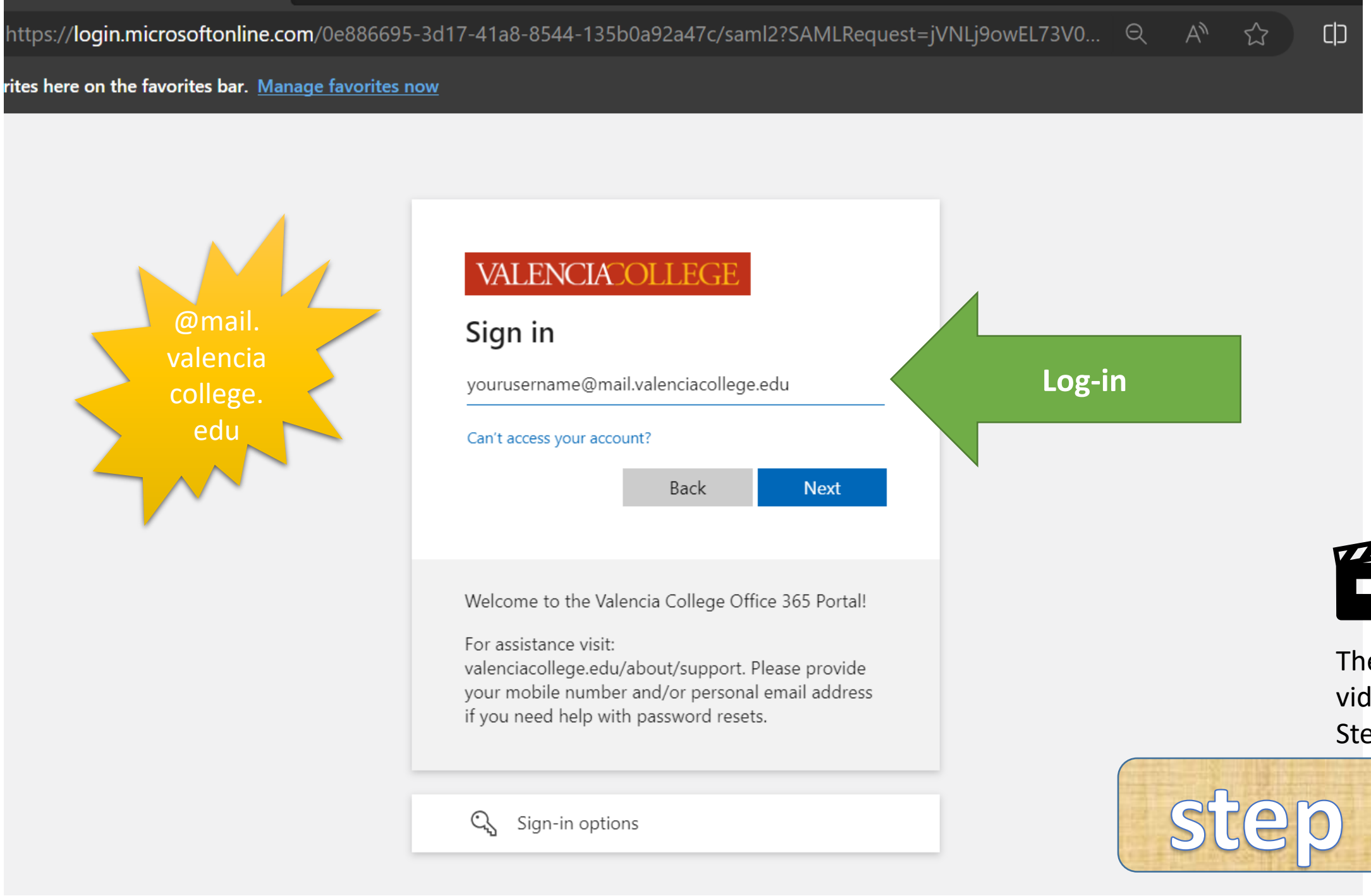
Learn More

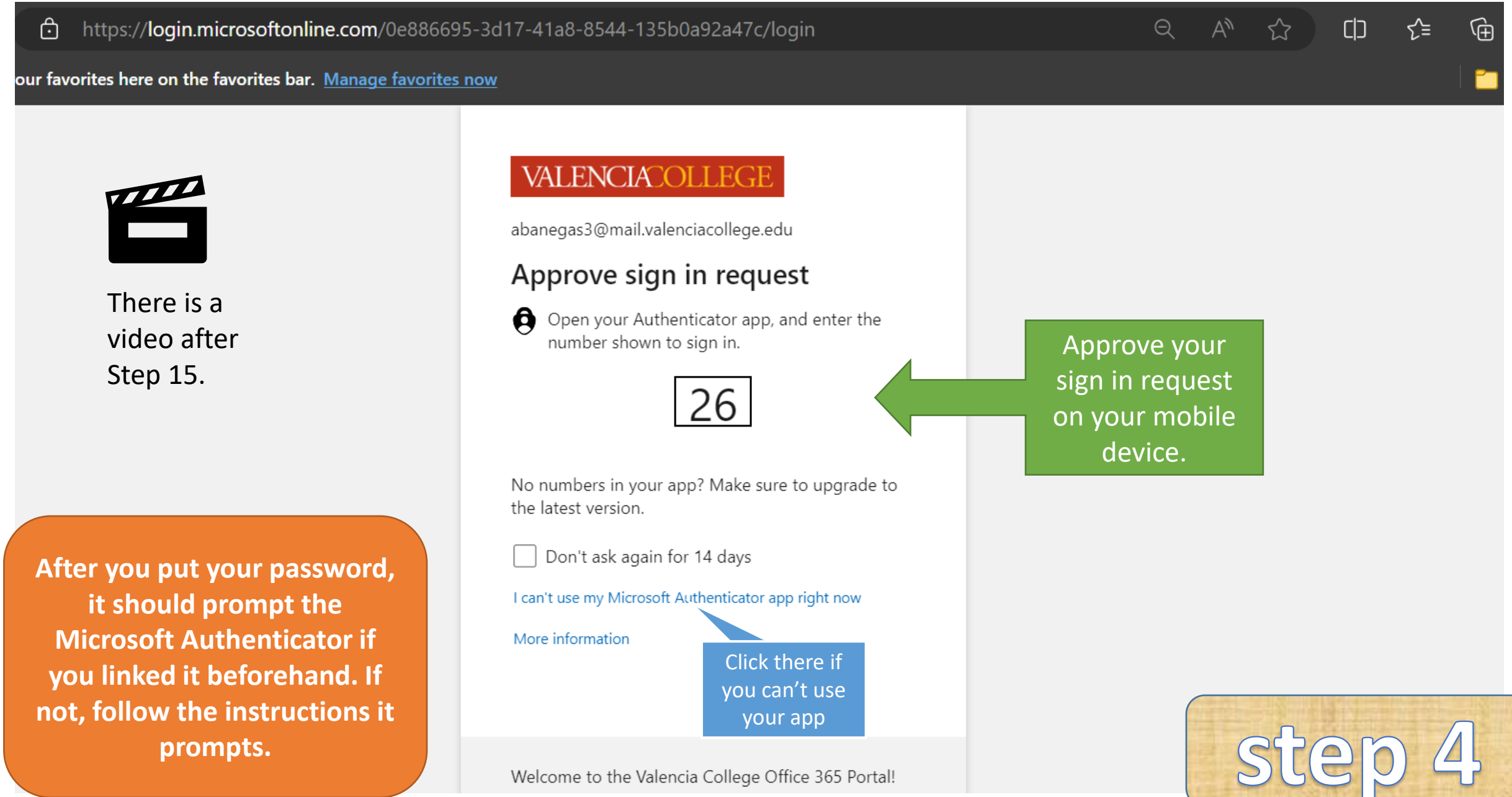
There is a video after Step 15.

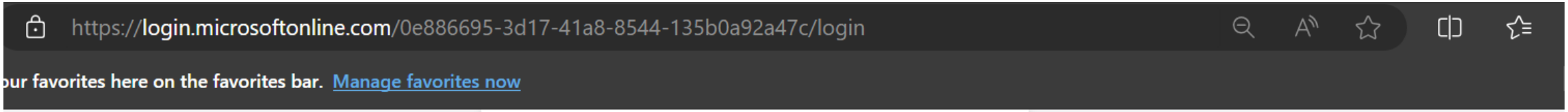
step 1

https://atlas.valenciacollege.edu


https://cas.aws.valenciacollege.edu/cas/login?service=https%3A%2F%2Fatlas-awpd-prd.valenciacollege.edu%2Fc%2Fportal...
For quick access, place your favorites here on the favorites bar. Manage favorites now
VALENCIACOLLEGE
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.
There is a video after Step 15.
step 2


https://login.microsoftonline.com/0e886695-3d17-41a8-8544-135b0a92a47c/saml2?SAMLRequest=jVNLj9owEL73V0...
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
There is a video after Step 15.
step 3


https://login.microsoftonline.com/0e886695-3d17-41a8-8544-135b0a92a47c/login
our favorites here on the favorites bar. Manage favorites now
There is a video after Step 15.
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
Click there if you can't use your app
Approve your sign in request on your mobile device.
Welcome to the Valencia College Office 365 Portal!
After you put your password, it should prompt the Microsoft Authenticator if you linked it beforehand. If not, follow the instructions it prompts.
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

Use a verification code

Text +X (XXX) XXX-XX86

Call +X (XXX) XXX-XX86

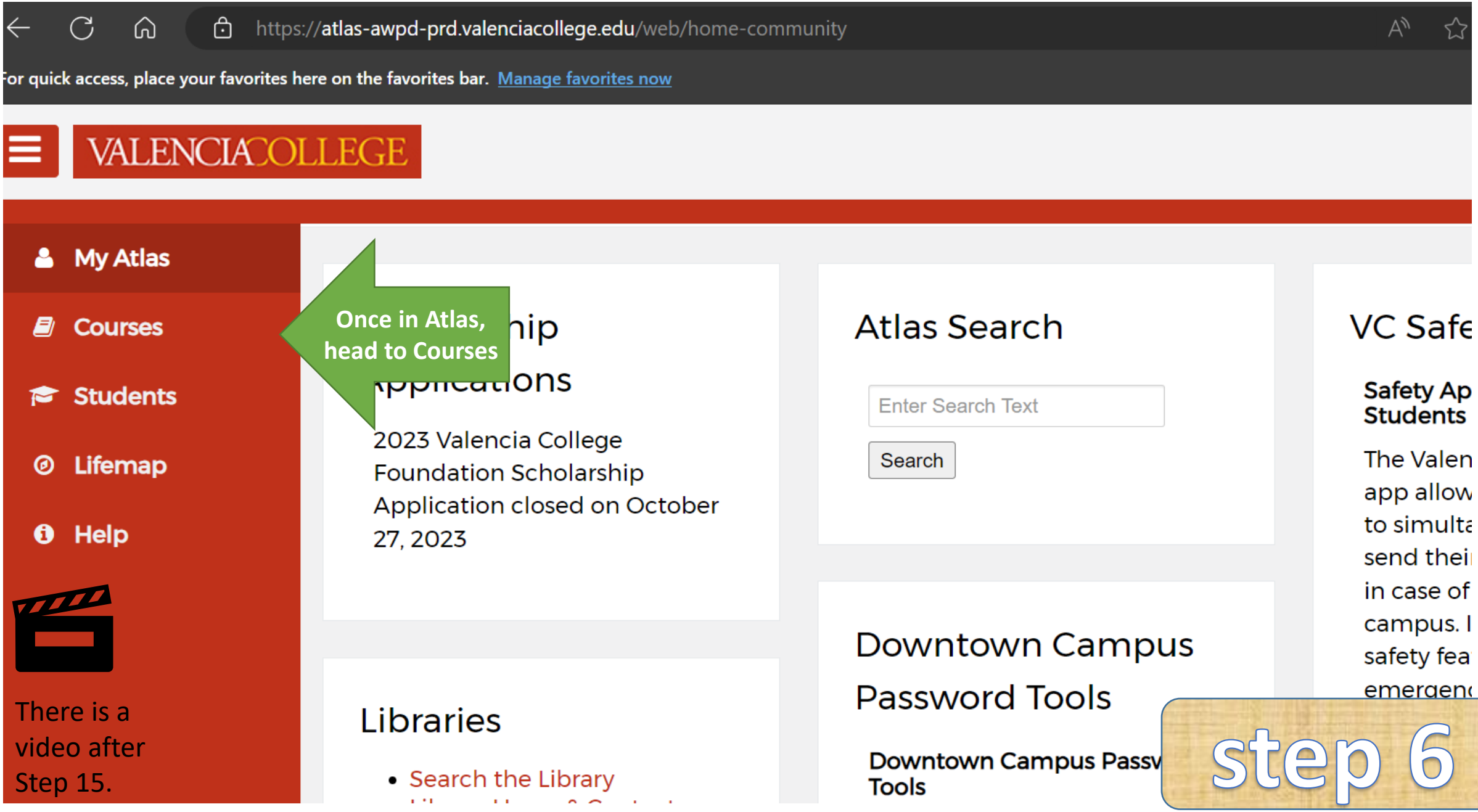
More information

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

Choose an alternative option to verify your identity.

There is a video after Step 15.

step 5


https://atlas-awpd-prd.valenciacollege.edu/web/home-community
For quick access, place your favorites here on the favorites bar. Manage favorites now
VALENCIACOLLEGE
My Atlas
Courses
Students
Lifemap
Help
Once in Atlas, head to Courses
There is a video after Step 15.
Libraries
Search the Library
Atlas Search
Enter Search Text
Search
Downtown Campus Password Tools
Downtown Campus Passv
Tools
VC Safe
Safety Ap
Students
The Valen
app allow
to simulta
send thei
in case of
campus. I
safety fea
emergenc
step 6

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

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

Other favorit

VALENCIACOLLEGE

Sign Out

- My Atlas
- Courses
- Students
- Lifemap
- Help

There is a video after Step 15.

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

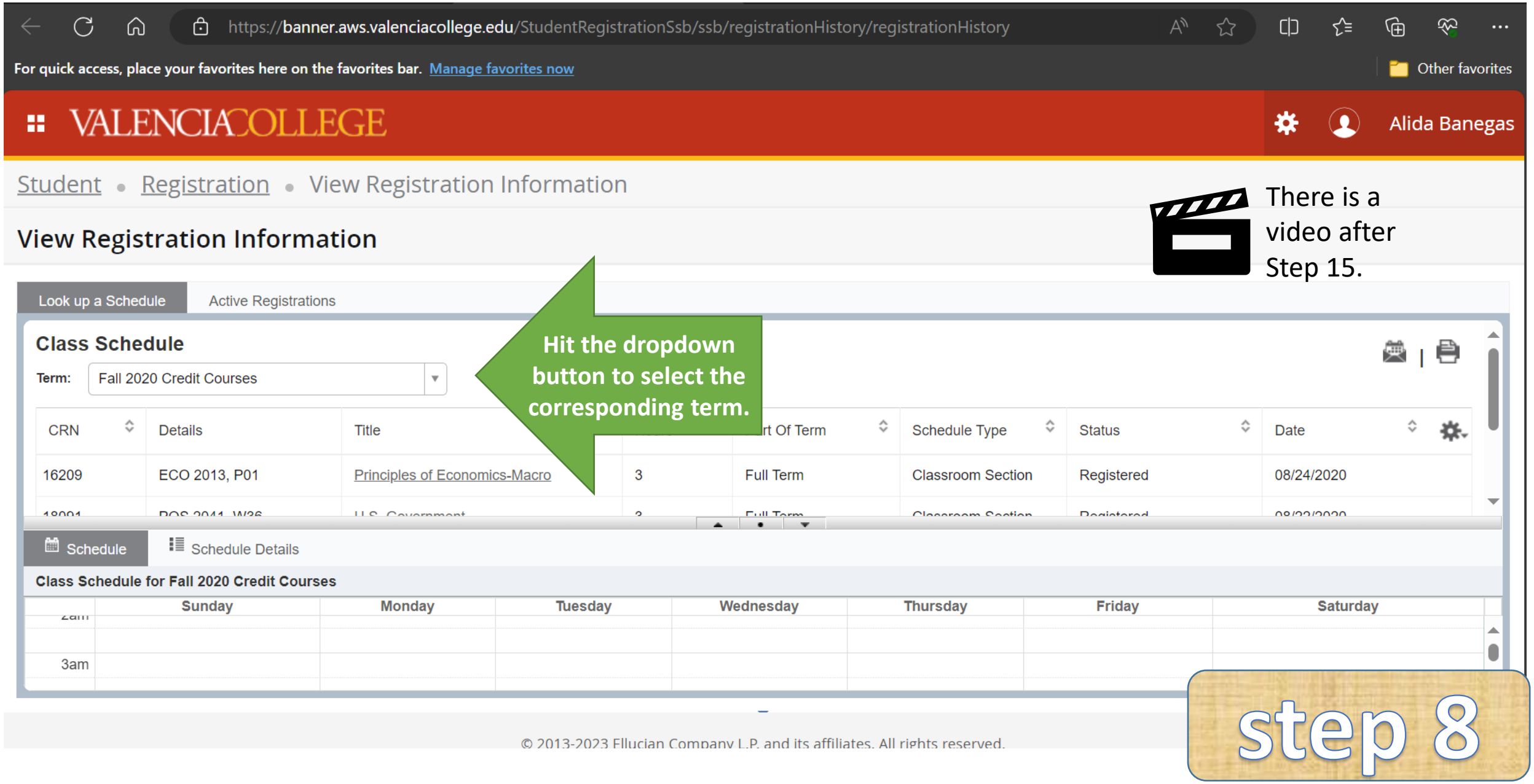
Registration

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
For quick access, place your favorites here on the favorites bar. Manage favorites now
Other favorites
VALENCIACOLLEGE
Alida Banegas
Student • Registration • View Registration Information
View Registration Information
There is a video after Step 15.
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
Schedule Type
Status
Date
16209
ECO 2013, P01
Principles of Economics-Macro
3
Full Term
Classroom Section
Registered
08/24/2020
Schedule
Schedule Details
Class Schedule for Fall 2020 Credit Courses
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
3am
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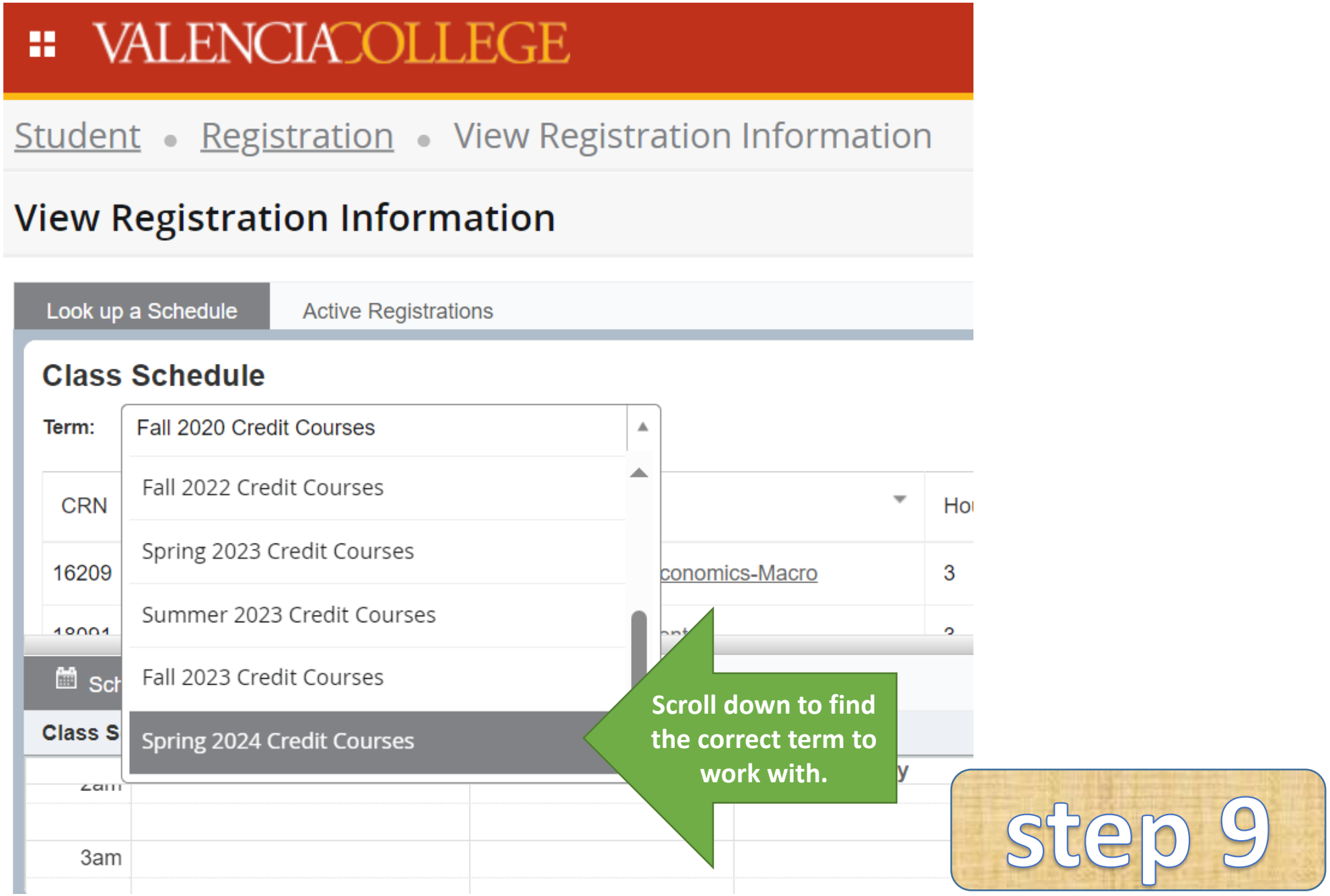
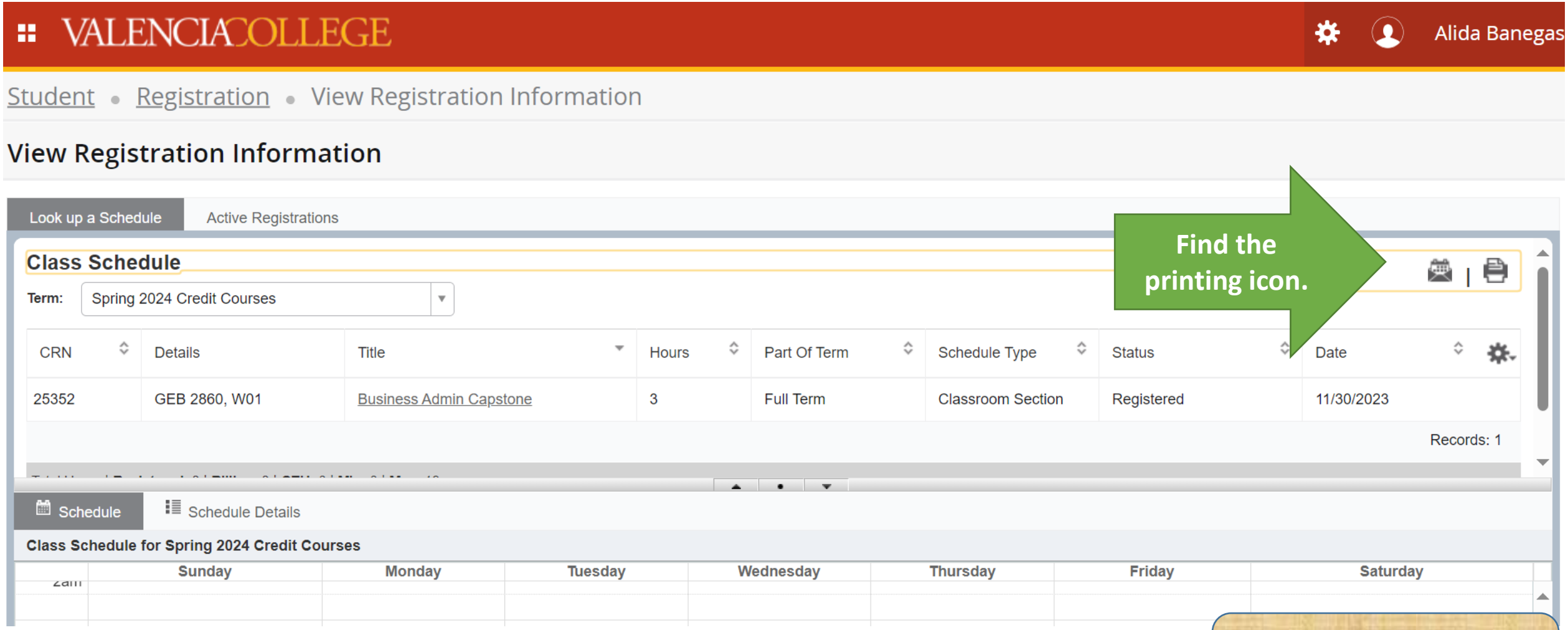
step 8

There is a video after Step 15.

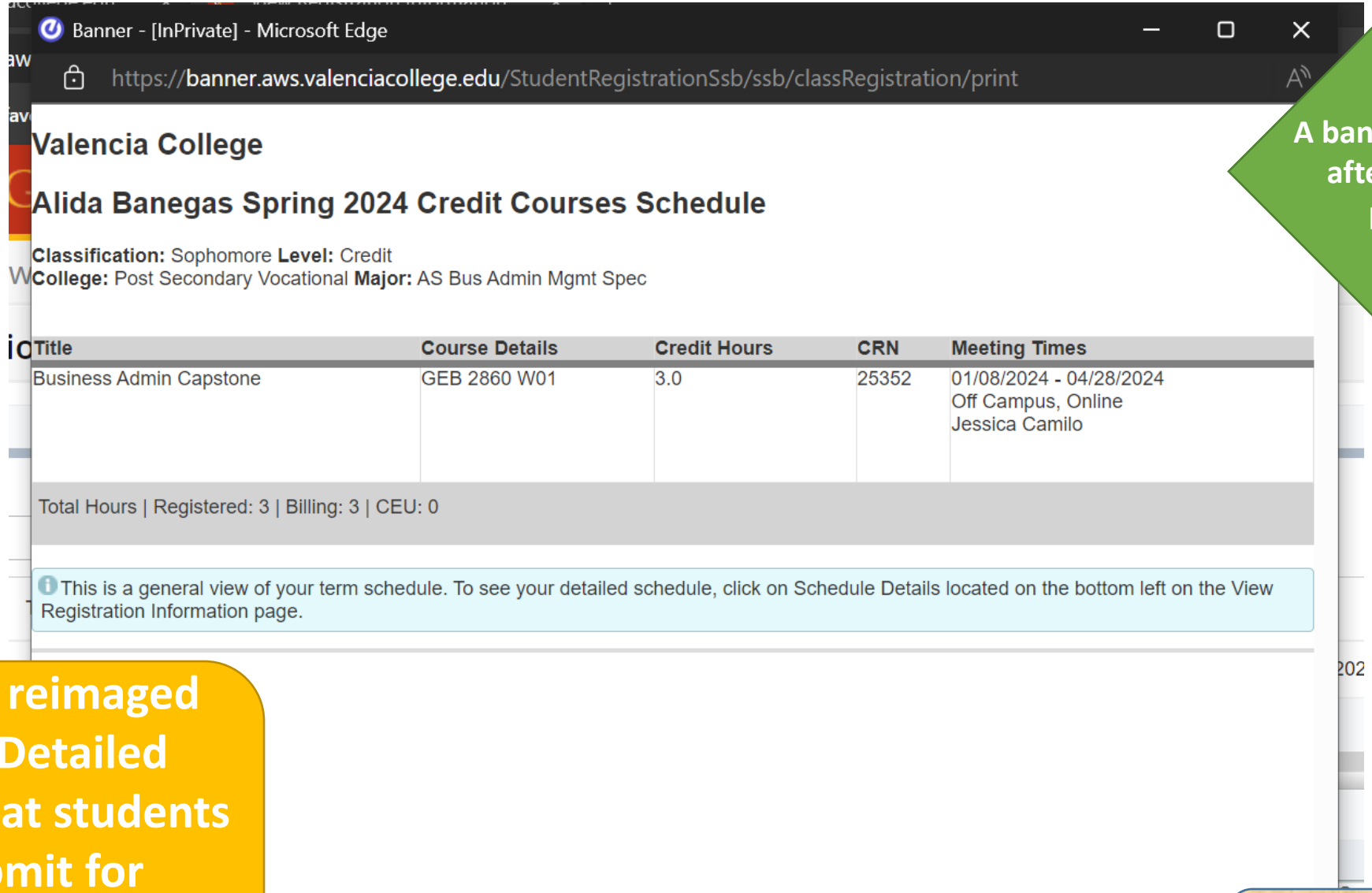




There is a video after Step 15.

step 10

There is a video after Step 15.

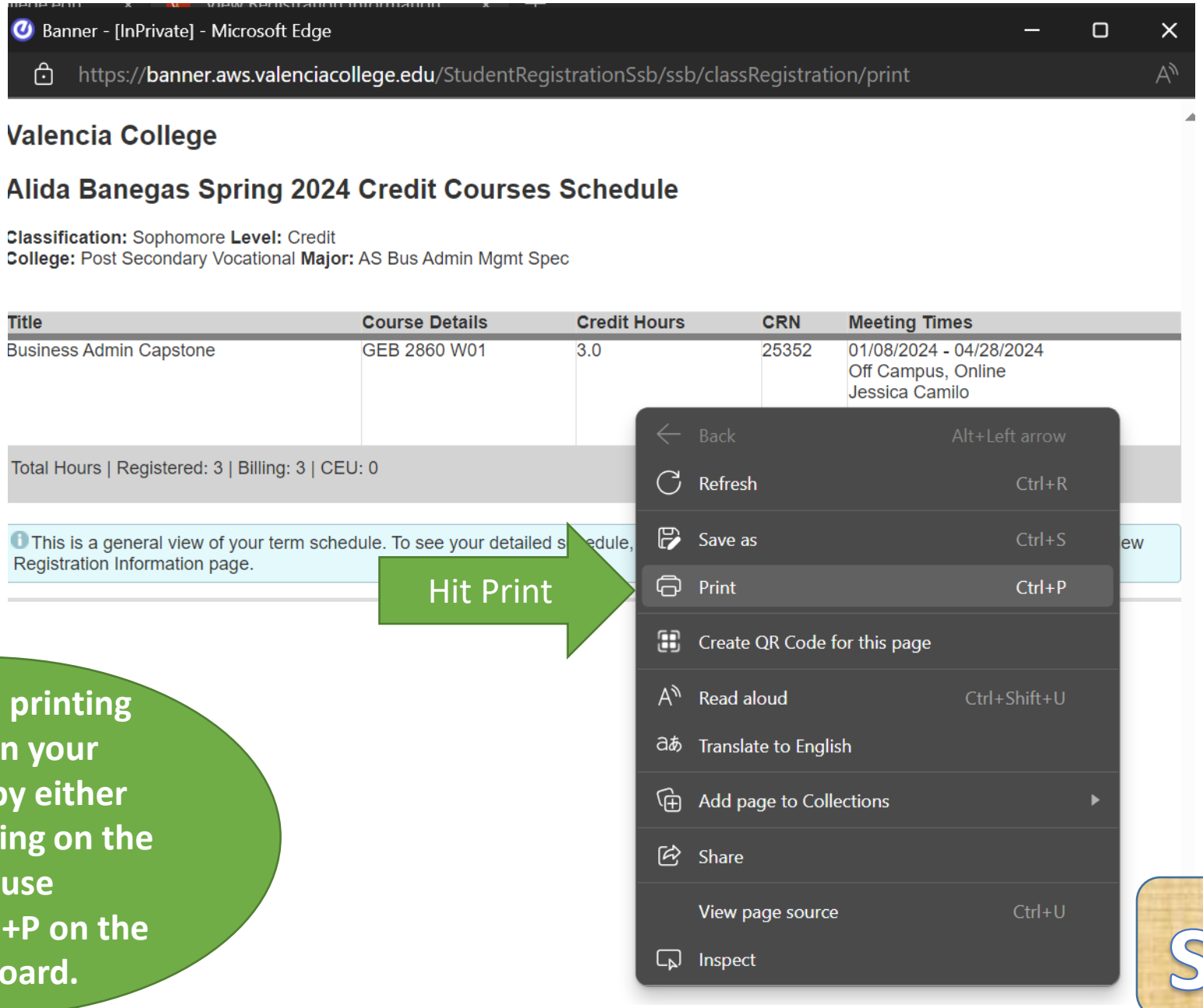


A banner will pop-up after you hit the print icon.

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

step 11

There is a video after Step 15.

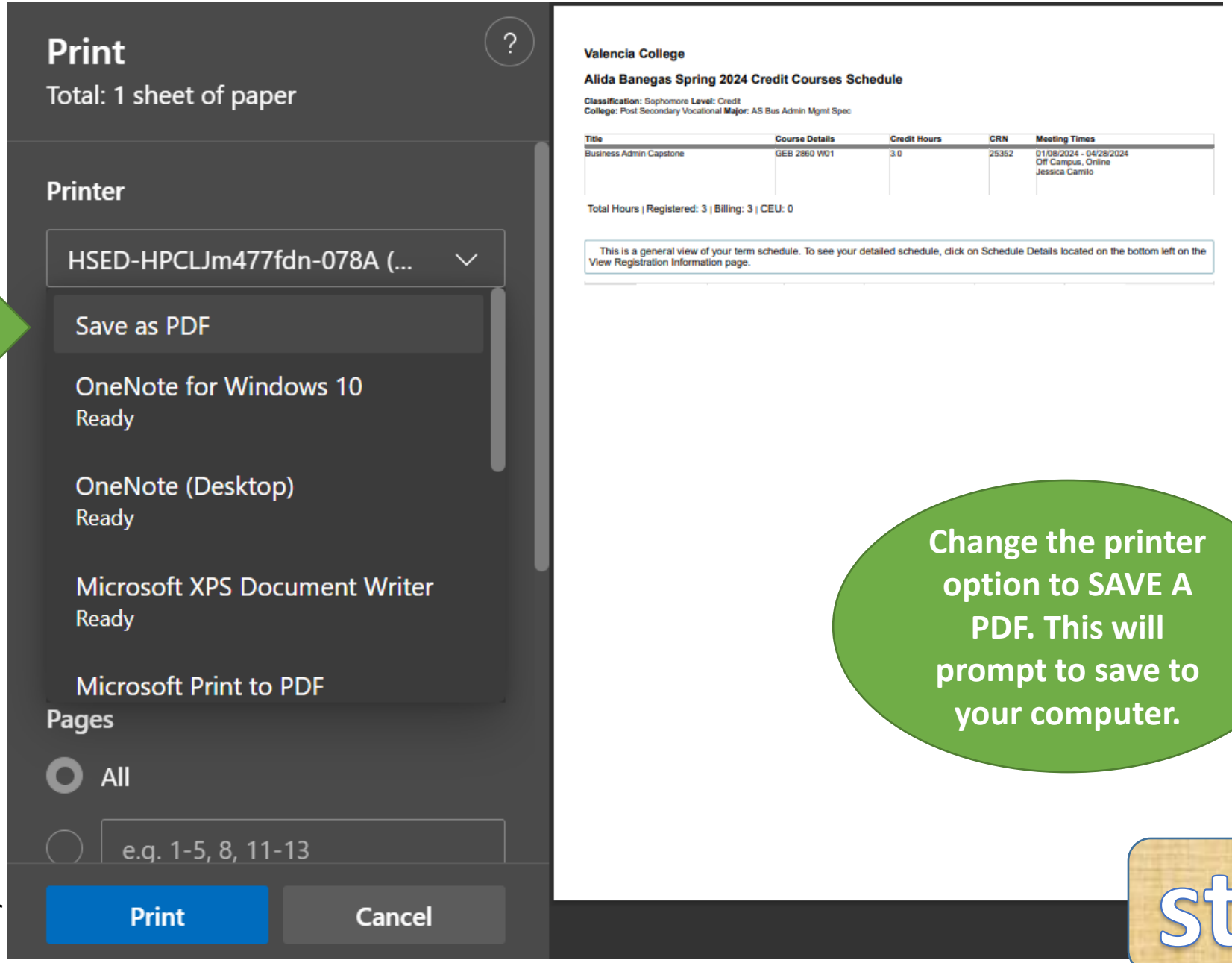


Prompt the printing feature on your computer by either

- **right clicking on the mouse**
- **or hit Crtl+P on the keyboard.**

step 12

Save as PDF

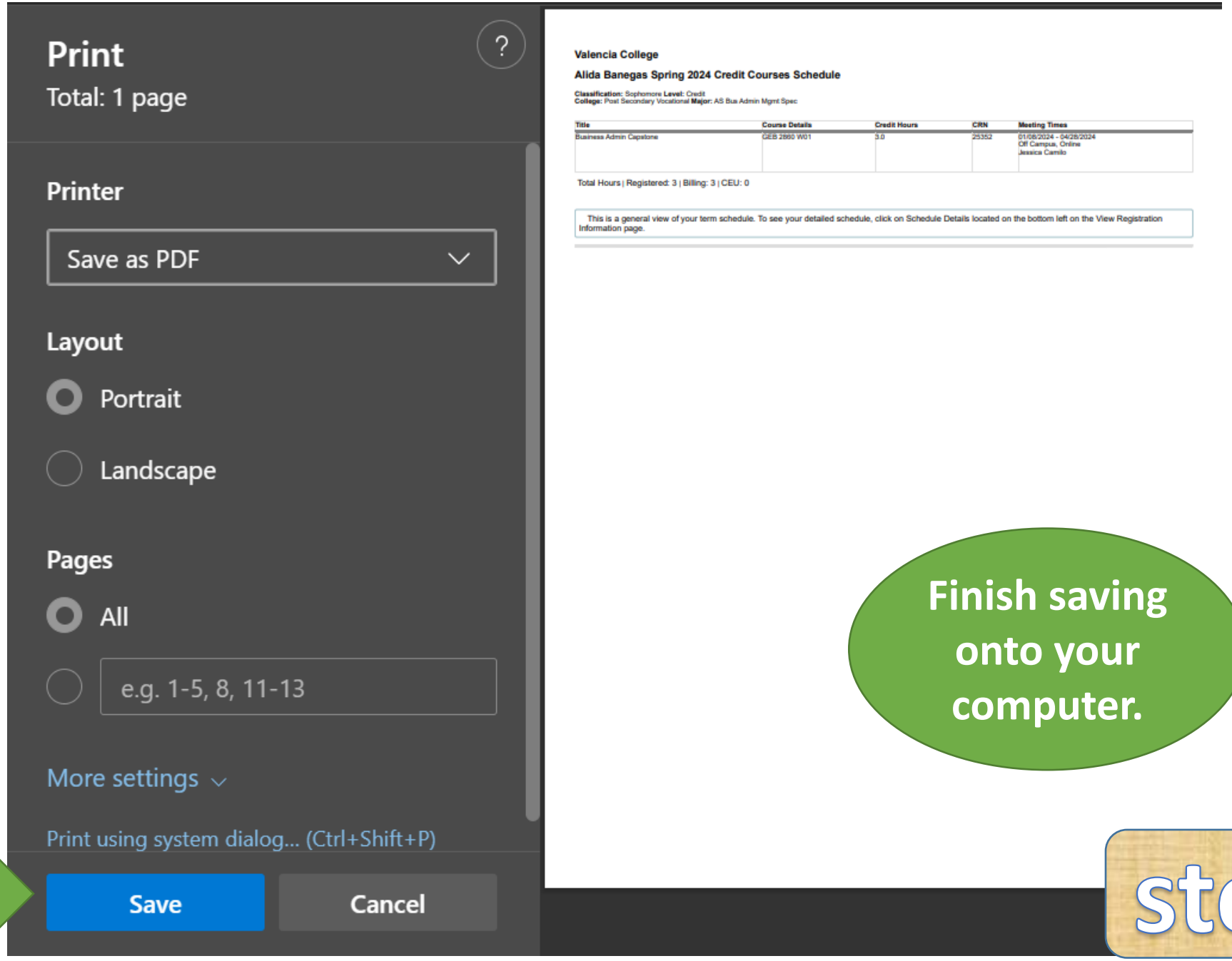


Change the printer option to SAVE A PDF. This will prompt to save to your computer.

There is a video after Step 15.

step 13

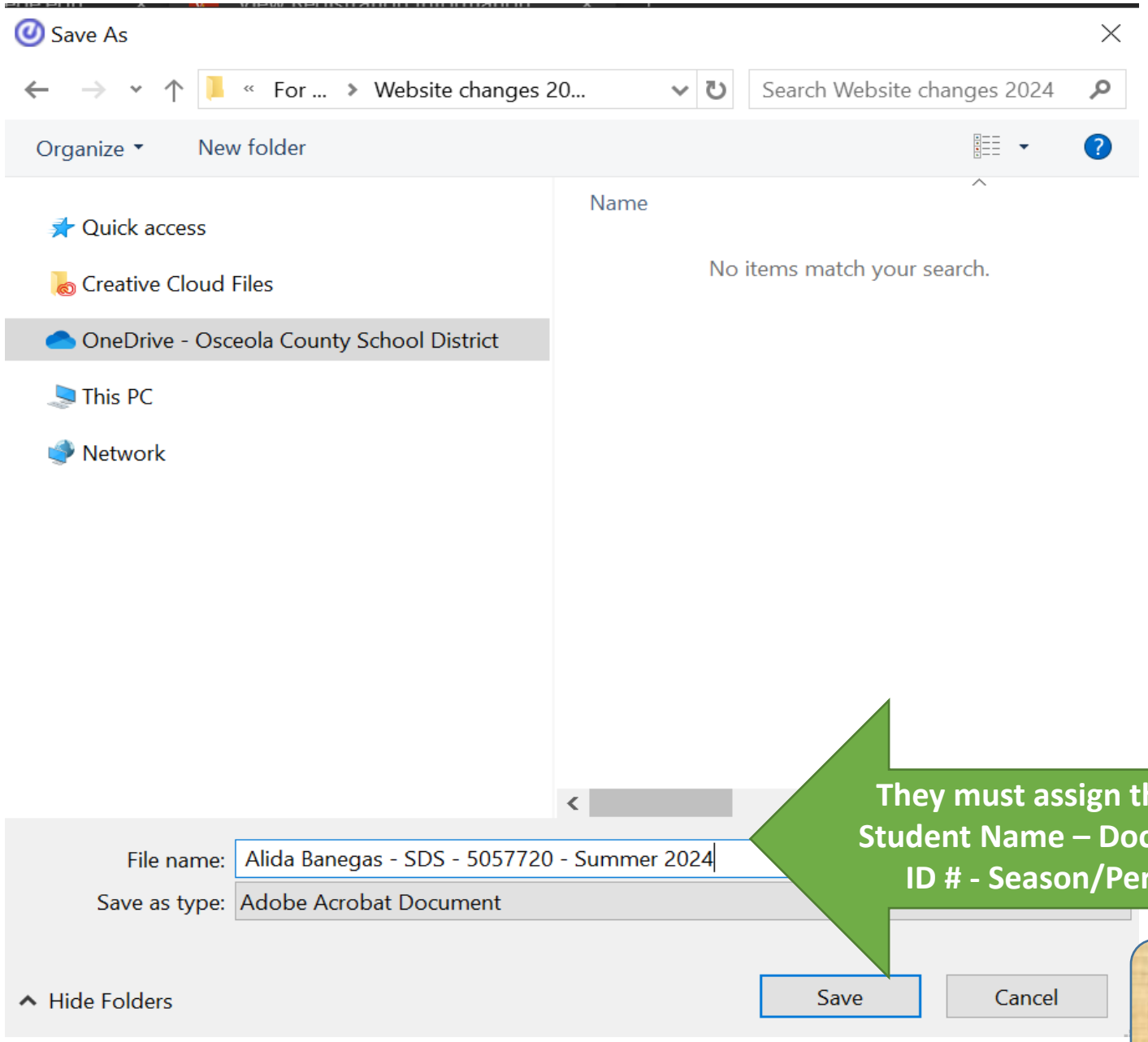
There is a video after Step 15.



Hit Save

Finish saving onto your computer.

step 14

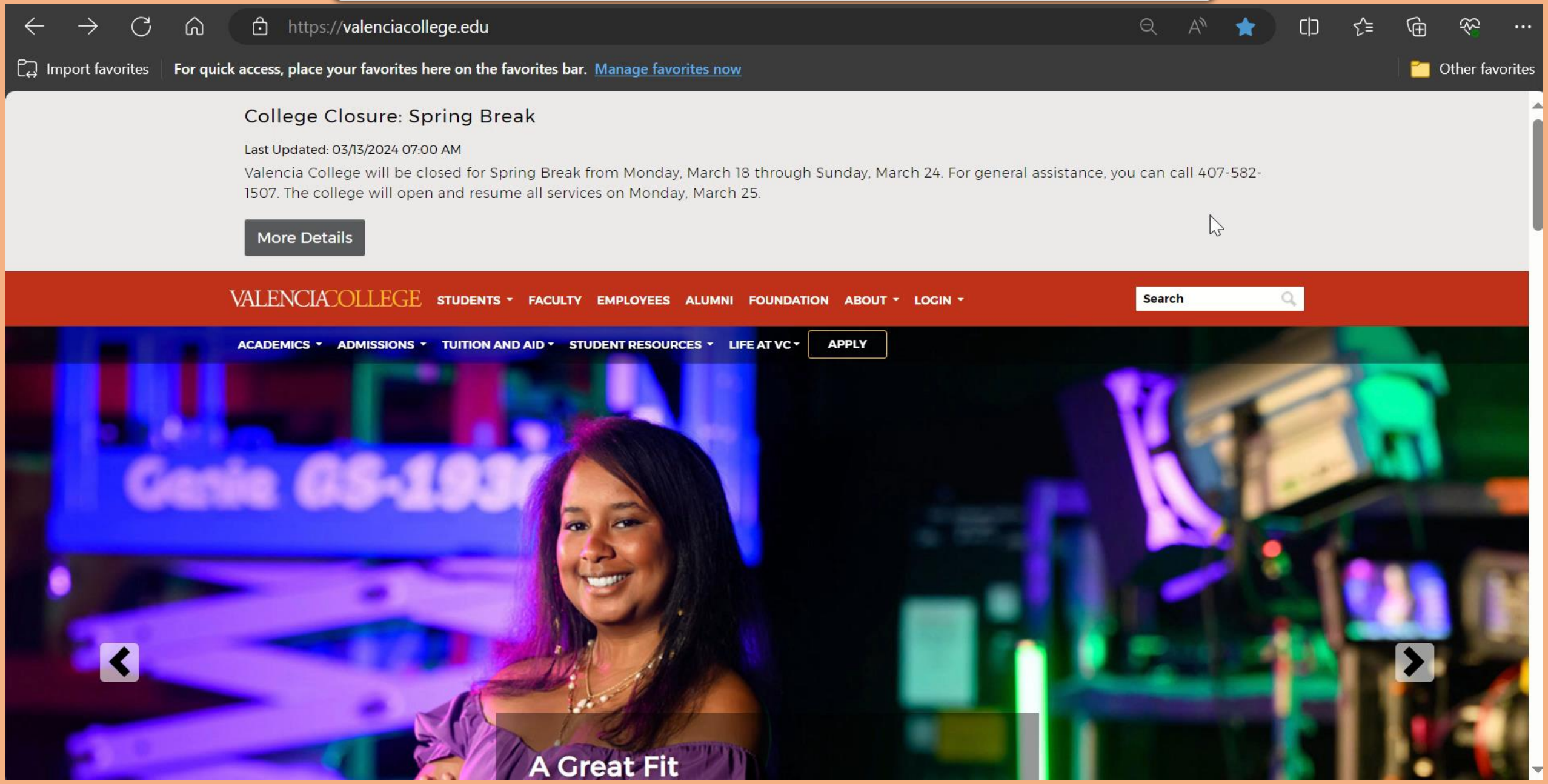


They must assign the document name as: Student Name – Document Name – Student ID # - Season/Period and “Click Save”

step 15

There is a video after Step 15.

Here is a short video explaining the process…



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

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.

Thank you!