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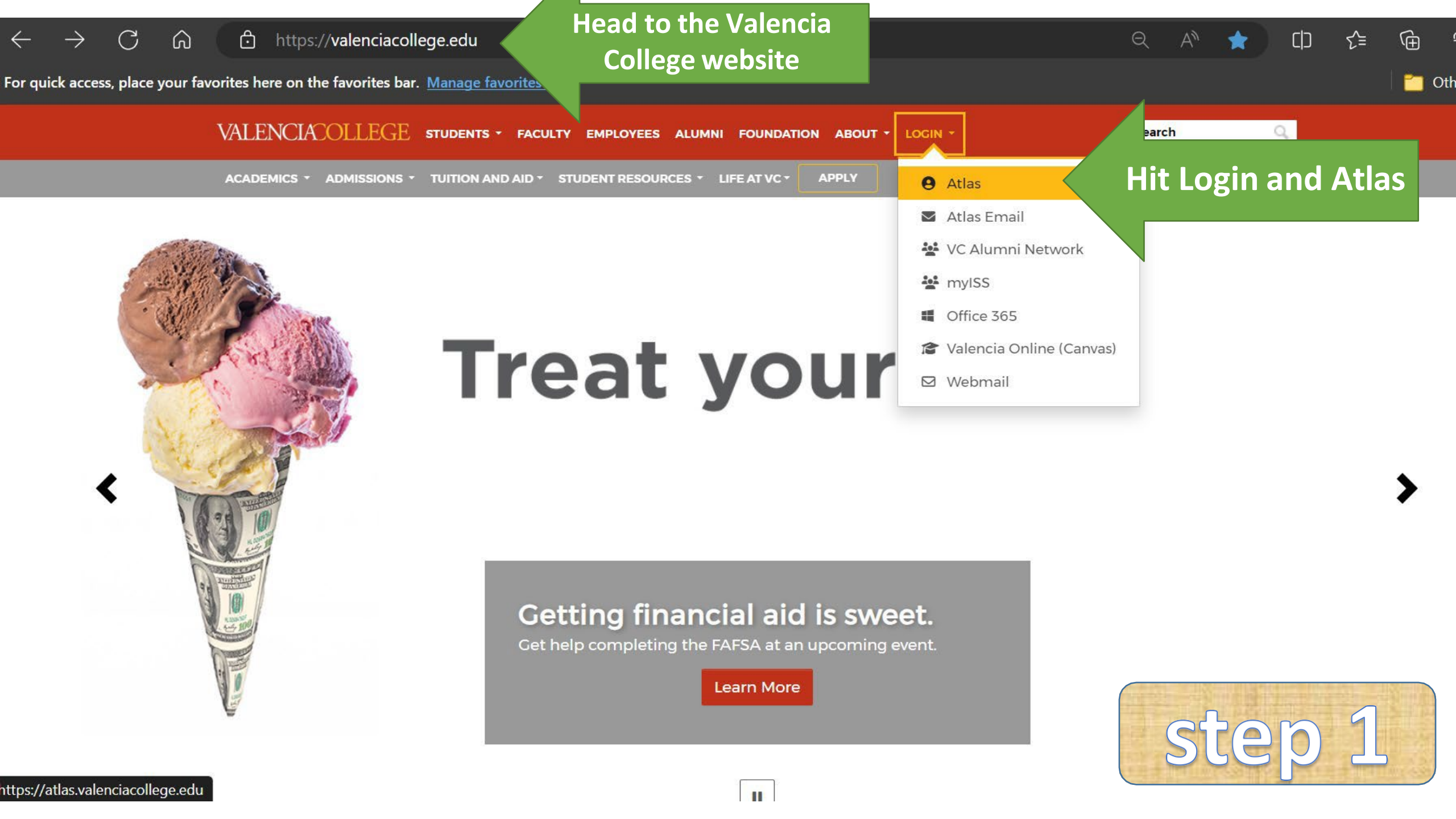
SDOC DE Bookstore

Head to the Valencia College website

Hit Login and Atlas

https://valenciacollege.edu

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

Oth

VALENCIACOLLEGE STUDENTS ▾ FACULTY EMPLOYEES ALUMNI FOUNDATION ABOUT ▾ LOGIN ▾

earch

ACADEMICS ▾ ADMISSIONS ▾ TUITION AND AID ▾ STUDENT RESOURCES ▾ LIFE AT VC ▾ APPLY

👤 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

step 1

https://atlas.valenciacollege.edu

rites here on the favorites bar. Manage favorites now

@mail. valencia college. edu

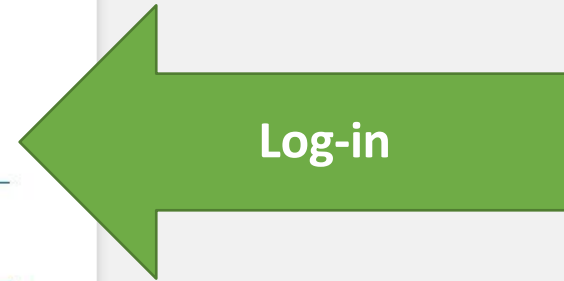**VALENCIACOLLEGE**

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

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

← C ⌂ 🔒 https://atlas-awpd-prd.valenciacollege.edu/web/home-community A⟍ ☆

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

...hip
...ications

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

Libraries

- Search the Library

Atlas Search

Enter Search Text

Search

Downtown Campus

Password Tools

Downtown Campus Passw
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   A⁸ ☆ ⊡ ⭐ 🗂 〰 ··

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

VALENCIACOLLEGE

☰

✉ 🔍 ➡ **Sign Out**

👤 **My Atlas**

📖 **Courses**

🎓 **Students**

◎ **Lifemap**

ℹ **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

Once in Courses, head to Student Detail Schedule.

▸ Payment and Admissions

▸ Tips and Tools

step 7

← ⟳ ⌂ 🔒 https://banner.aws.valenciacollege.edu/StudentRegistrationSsb/ssb/registrationHistory/registrationHistory Aⁿ ☆ ⊞ ⛶ 🗂 ⚉ ⋯

For quick access, place your favorites here on the favorites bar. Manage favorites now   📁 Other favorites
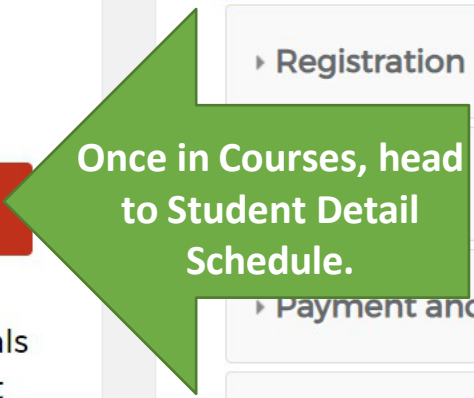
:: **VALENCIACOLLEGE**   ⚙ ⓐ Alida Banegas

Student • Registration • View Registration Information

View Registration Information

| 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							

step 8

VALENCIACOLLEGE

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			3
Sch	Fall 2023 Credit Courses	
Class S	Spring 2024 Credit Courses	

2am

3am

Scroll down to find the correct term to work with.

step 9

VALENCIACOLLEGE

⚙ 👤 Alida Banegas

View Registration Information

Look up a Schedule	Active Registrations

Class Schedule

Find the printing icon.

✉ | 🖨

Term: Spring 2024 Credit Courses ▾
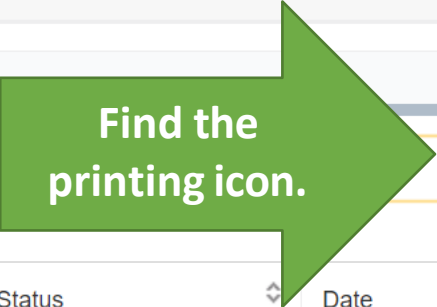
CRN	Details	Title	Hours	Part Of Term	Schedule Type	Status	Date	⚙
25352	GEB 2860, W01	Business Admin Capstone	3	Full Term	Classroom Section	Registered	11/30/2023	

Records: 1

▲ • ▼

📅 Schedule | ≣ Schedule Details

Class Schedule for Spring 2024 Credit Courses

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2am							

step 10

Banner - [InPrivate] - Microsoft Edge — □ ×

🔒 https://banner.aws.valenciacollege.edu/StudentRegistrationSsb/ssb/classRegistration/print

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.

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.
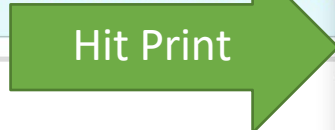
step 11

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 s...edule, ... ew
Registration Information page.

Hit Print

← 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		

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

Printer

HSED-HPCLJm477fdn-078A (... ⌄

Save as PDF   ◄ 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 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.

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

Valencia College

Alida Banegas Spring 2024 Credit Courses Schedule

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

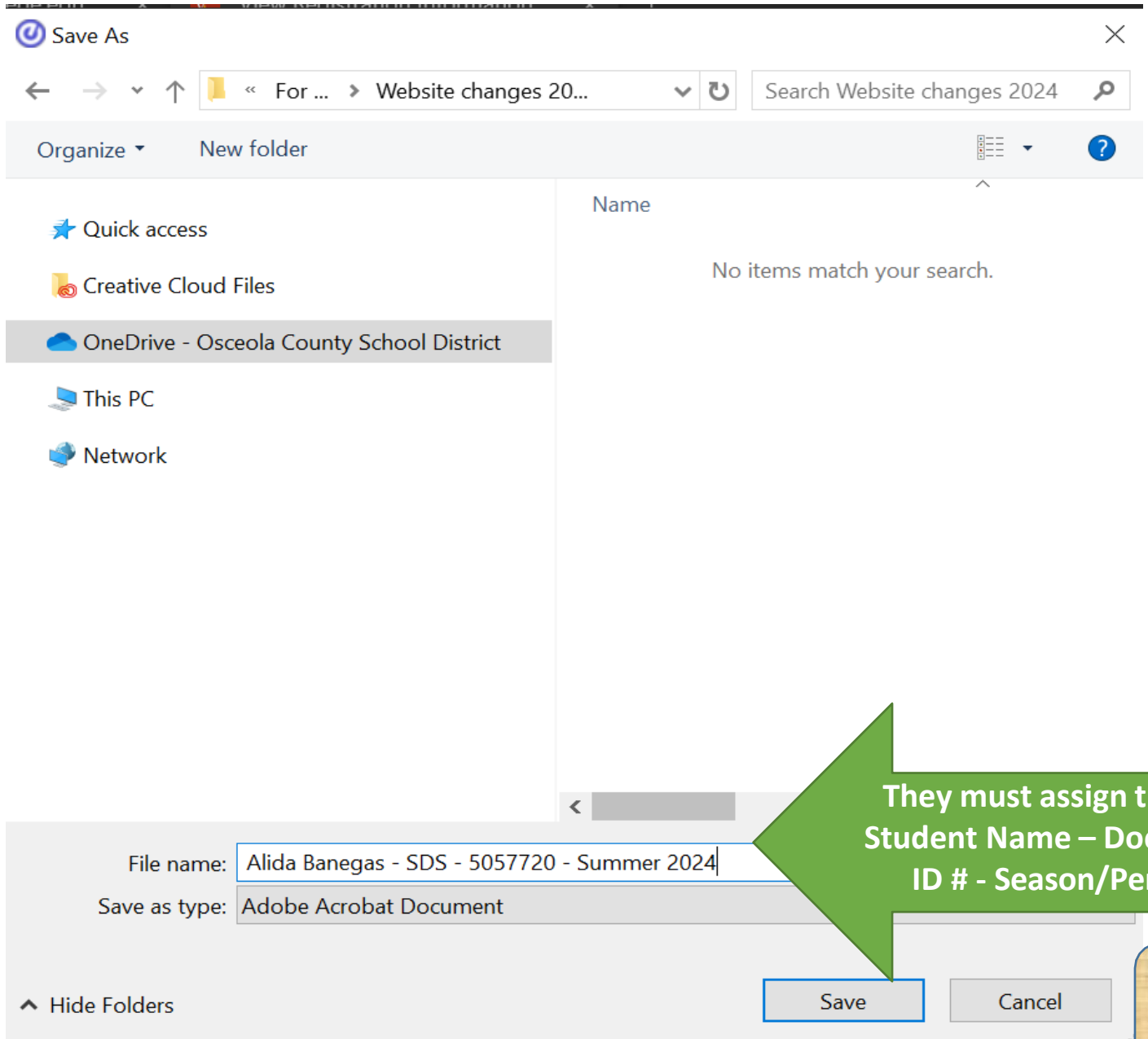| Title	Course Details	Credit Hours	CRN	Meeting Times
Business Admin Capstone	GEB 2860 W01	3.0	25352	01/08/2024 - 04/28/2024 Off Campus, Online Jessica Camilo

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.

Hit Save

Finish saving onto your computer.

step 14

Save As

✕

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

Organize ▾   New folder   ⊟ ▾   ❓

Name

⭐ Quick access

🔴 Creative Cloud Files   No items match your search.

☁️ OneDrive - Osceola County School District

💻 This PC

🌐 Network

<   >

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