**Single Sign-On Registration Instructions for EVC**

Directions for accessing Single Sign-on. For assistance, contact the SJECCD ITSS Help Desk at 408-270-6411, itss.helpdesk@sjeccd.edu, or online at https://services.sjeccd.edu/tdclient/home/.

1. In the browser, go to https://sso.sjeccd.edu  
   Your email address will be your MyWebID@ (first two letters of first name, first two letters of last name, and last four digits of ID #). This will become your email address for school. - Listed below are some examples:

   - EVC Students: tivi7676@stu.evc.edu
   - SJCC Students: tivi7676@stu.sjcc.edu

2. **Enter Your Password**: (For any password issues, please contact ITSS at 408-270-6411 or ITSS.Helpdesk@sjeccd.edu)

   For first time logins, simply click on the Unlock/Reset Password button. This will take you through an identity verification process and then an enrollment process. Once, completed, for any future logins, enter your EVC or SJCC school email address and just click on the Login button.

3. **Identification Verification Process** (This only needs to be done the first time you login.)  
   Select Unlock/Reset Password option.
4. Select “Reset Password” then click on Continue button.

5. Enter your date of birth using this format (MM/DD/YYYY). Enter your student id number: 7 numbers with a leading 0 in the front. Click on the Continue button.
6. Enter in your New Password:
Must be 8 characters long. Cannot contain any part of your first name, last name, or username
Must satisfy any 3 of the following:
   1. Must contain at least one uppercase letter
   2. Must contain at least one lowercase letter
   3. Must contain at least one number
   4. Special Characters are okay to use

Confirm New Password. Click on the Continue button

7. Once you see "Password Successfully Set" message, click on the Continue button. You have finished the Identity Verification process. The Enrollment Process will automatically start.
8. If you are logging in for the first time, you will go through the Single Sign-On enrollment process. Select Continue.

![SJECCD Secure Login - Enrollment](image1)

9. Select three predefined questions and enter your answers to them.

![SJECCD Secure Login - Self Service](image2)
10. Click the Continue button.

11. On the Mobile Phone page, enter in your mobile phone number. Select Continue.
12. A one-time passcode (OTP) will be sent to your mobile phone. Check your mobile phone for the OTP passcode. Enter the OTP passcode it into the One-Time-Passcode field (standard texting fee may apply per your carrier). Select Continue.

13. Select Continue.

14. You have finished the enrollment process and should now be viewing the SJECCD Secure Login Welcome page. Click on the My Health icon. Enter your birthdate. Click "Proceed." See next page for further details on how to access the Student Health Patient Portal.
EVC STUDENT HEALTH PATIENT PORTAL

The new online patient portal is used to fill out most medical forms electronically before your appointments. You can use a computer or your smart phone. **If you need to use the Health Services computer to fill out the forms, please arrive to the clinic 30 minutes before your appointment.**

LOGGING IN TO THE STUDENT HEALTH PATIENT PORTAL AFTER YOU HAVE SINGLE SING ON (SSO) ACCESS

https://myhealth.evc.edu

- Click on the My Health Patient Portal link listed above.
- Login to the SJECCD Single Sign-On Portal.
- The “Forms Tab” on the left will be highlighted with the number of medical forms to be completed.
- Listed below are the **three required online forms** for every student making their first medical appointment. *(You may have additional forms, depending on the type of appointment scheduled.)*
  1. Consent for Treatment
  2. Health History Form
  3. Notice of Privacy Practices

SCHEDULING AND CANCELLING APPOINTMENTS

Please call Health Services at (408) 270-6480 to schedule a medical appointment. Online appointment scheduling is not available. However, you do have the ability to cancel a previously scheduled appointment online if you log in to the patient portal at least 8 hours before the appointment. If you need to cancel less than 8 hours before your appointment, please call Health Services at (408) 270-6480.

Notification of secure medical messages that are on your Patient Portal will be sent to the email address that you have on file with the Admissions & Records Department. If Admissions & Records has an incorrect email address, please contact Health Services at (408) 270-6480, so the message notifications can be sent to your preferred e-mail address. You will also need to fill out a paper form in our office to officially update your e-mail address with Evergreen Valley College.

**If you receive an error message when trying to access the portal or need assistance, please contact Health Services at (408) 270-6480.**