

# STUDENTS: APPLY FOR A LAPTOP LOAN FOR SPRING SEMESTER

## 1. Log in to your SIS Student Portal

USERNAME: 900012345  
PASSWORD: Lacity2018

**LACC**  
Los Angeles City College  
The City's College  
Noncredit Success Academies  
SIS LOG IN

CITY  
EAST  
HARBOR  
MISSION  
PIERCE  
SOUTHWEST  
TRADE-TECH  
VALLEY  
WEST

**LOS ANGELES CITY COLLEGE**

Enroll today for the Spring 2020 term. Click on the "Manage Classes" tile then the "Class Search and Enroll" button to register for classes. First time users, watch the informational videos to learn how to use the system by clicking the "Key Links & Help" tile and then "FAQ" button

Sign in with your organizational account

Student ID, SAP ID or Office365 Email  
Password

Sign in

1st time signing in? [Click here.](#)  
Forgot your password? [Click here.](#)  
New Microsoft forget your password? [Click here.](#)

## 2. Click on "Key Links & Help"

Profile  
Academic Records  
Manage Classes  
Canvas  
Online Tutoring  
Student Account  
To-Do's List & Holds  
Financial Aid & Scholarships  
Student Status  
Mail - Outlook  
Key Links & Help  
Online Counseling & Live Chat  
Academic Advisement

## 3. Click on "Scholarship"

< Student Homepage Key Links

Key Links

The items in this navigation collection will provide you with quick access to important college and community information and services. This page is updated periodically, so visit this site frequently. Please select the option from the list to be redirected to the desired page.

- Key Links
- Link to Campus Bookstore
- Scholarship
- FAQs
- LA County Services

4. Click on "Login Here" under the Student Login

The screenshot shows the homepage of the Foundation for the Los Angeles Community Colleges. At the top left is the logo. Below it is a navigation bar with 'Contact Us' and 'Scholarship Search'. The main heading reads 'Welcome to our Online Scholarship Site'. Under 'Explore Scholarships', there is a 'Search Scholarships' button. The 'Students Login:' section has a 'Login Here' button circled in red. Below that are 'Scholarship Review Committee Login' (with a 'Committee Login' button) and 'Administrators Login' (with an 'Admin Login' button).

5. Find the Scholarship Titled Laptop Application and click on "Start Application"

The screenshot shows a student dashboard with a 'Tasks' section containing 4 items. The 'Laptop Application' row is highlighted with a green border. A green arrow points to the 'Start Application' button in that row, which is also circled in red. The dashboard includes a navigation bar with 'My Applications', 'My Awards', 'Scholarships Search', and 'Contact Us', and a 'Logout' button. A session timer indicates 'Your session will expire in: 44:56'.

Type	Task	Due	Action
Application	Culinary Cup Scholarship Application <i>Academic Year 2019-2020</i>	4/3/2020 5:00:00 PM	Start Application
Application	Food Insecurities Application <i>Academic Year 2019-2020</i>	6/26/2020 5:00:00 PM	Start Application
Application	Emergency Student Aid Application <i>Academic Year 2019-2020</i>	6/30/2020 5:00:00 PM	Start Application
Application	Laptop Application <i>Academic Year 2019-2020</i>	6/30/2020 5:00:00 PM	Start Application

6. Click "Next" to begin

## Application - "Laptop Application"

Please provide the information below.

Save & jump to page:

1 2 3 4 Review Answers

### Welcome

Welcome to the Emergency Laptop Application. If selected as an award recipient, you will receive a laptop to assist with online education.

To be eligible, you must be enrolled at one of the nine Los Angeles Community College District colleges.

**Please Read This Important Information About the Application Process:**

- You do not have to complete this application in one visit. If you want to return at a later date, click **Save & Logout** to logout.
- Your information will be saved every time you navigate to another page of the application using the **Next** button, to save while working on a page, click the **Save Progress** button.
- The following symbol \* appears after required questions.
- **Once you have submitted your application, you will not be able to make changes.**

You will not be able to submit an application after the due date.

**Please Note:** Security features for this site include a time out process. You have **45 minutes** to complete each page of the application. Each time you navigate to another page of the application your information is saved and the clock is reset.

Save & Logout

Save Progress **Next**

## 7. Review information and click "Next"

Please provide the information below.

Save & jump to page:

1 2 3 4 Review Answers

### Basic Information

This information has been imported from the student portal. If your NAME, EMAIL ADDRESS or PHONE NUMBER are incorrect, send corrections (be sure to include your ID number) to lacp@foundation4lacolleges.org.

First

Middle Name

Last Name

Schools Student Id

Email Address

Personal Email

Current Phone

Current Address Line 1

Current Address Line 2

Current City

Current State

Current Zip

Back Save & Logout

Save Progress **Next**

## 8. Enter the information as shown in the picture And Click "Next"

Please provide the information below.

Save & jump to page:

1 2 3 4 Review Answers

**Personal Information**

Please select your home college from the list.\* City

Please enter what your intended major will be. State "undecided" if unsure.\* Noncredit Classes

How many units are you currently enrolled in?\*. 0.00

Do you currently own a working laptop?\*

Yes  No

Please indicate why you are in need of laptop. Please explain your circumstances in as much detail as possible.\*

**Maximum length:** 300 words.


Provide your answer below:

I am a noncredit student and I wish to continue learning online. I need a laptop to be able to take my classes. I really need the loan. Thank you.

Back Save & Logout Save Progress Next

Type this or something similar

9. Click "Next"



**Foundation for the Los Angeles Community Colleges**

Logout

My Applications My Awards Scholarships Search Contact Us

Your session will expire in: 44:17

Application - "Laptop Application"

Please provide the information below.

Save & jump to page:

1 2 3 4 Review Answers

**Commitment Statement**

I understand that I must remain enrolled as an active LACCD student or I may be asked to return my refurbished laptop. I understand that LACCD is not responsible for replacing lost or stolen laptops or those broken through my negligence (additional information on the limited warranty will be provided with receipt of the laptop).


Back Save & Logout Save Progress Next

10. Click "Submit Application"



### Application - "Laptop Application"

Please provide the information below.

 Wait! You are not done yet!

Please scroll down this page to review your answers. If you need to make changes, click on the appropriate page link to return to that page.

Please be sure to read any instructions and disclaimers. When you are satisfied with your responses and are ready to submit your application, press the "Submit Application" button. Note, there are "Submit Application" buttons at the top and bottom of the page for your convenience.


After submitting the application, you will not be able to modify any of your responses.



### All done! Make sure to check your STUDENT EMAIL



### Congratulations!

 Your information has been submitted!

Thank you for submitting the emergency laptop application. Your application will be reviewed and you will be notified by email if you are selected as an award recipient.