How to Access your schedule through TSJC Portal:

1. Go to [www.trinidadstate.edu](http://www.trinidadstate.edu)
2. Click the Portal link listed last under Resources on the left side, under the scrolling picture, or at the bottom under quick links in the middle of the page.
Logging into Portal: It is recommend to use Firefox

1. You must know your Student ID number (example S01234567) - It starts with a capital S then 8 numbers
   a. This is your user name

2. Enter your password
   a. for returning students if you forgot your password click the forgot password button
   b. for first time users to PORTAL your password will be your birthday (MonthDDYY) example: 051489

3. For any questions or trouble please contact IT at 719-589-7105 or 1888-800-9198
Explore your Portal:

1. You have access to many tools in your portal including:
   a. Your class schedule – Student Tab
   b. Academic calendar – Welcome tab
   c. Student email- Student Email Icon
   d. Student finance information – Student Finance tab
   e. Transcripts – Student Tab
   f. Degree Check – Middle of page on top
   g. Desire to Learn (D2L) online interactive classroom for TSJC Classes – scroll down under student tab on left side under course access
   h. Online access to CCCS Classes – see next page for visual reference
Access My Classes

Help Desk
24x7 Help Desk - Perceptis - 1-888-800-9198
Trinidad - 1-719-846-5863
Alamosa - 1-719-589-7105

If you are having problems accessing D2L, please run the Systems Check below.
Please click here for a System Check before you login to your online classes.

Course Access

Desire2Learn

Click here to access your TSJC Desire2Learn classes
Click here to access your CCCOnline Courses (sections C11, C21 only)

Office 365

- Access OneDrive and Office 365
- Install MS Office (Laptop and Personal Computer Only)
- Self Help Guides and FAQ
- Training Available
- Live 24/7 Tech Support

Registration Tools

Before You Register...
Current Students
- COF
- Colorado Residency Application (pdf)
- New Mexico Reciprocity
- WUE/Application
- Veteran In-State Tuition Application
First Time & Re-admit Students
- COF
- Immunization
- Testing Requirements
- Orientation
- Colorado Residency Application
- New Mexico Reciprocity
- WUE/Application
- For International Students
- Veteran In-State Tuition Application

Browser Requirements for Office 365

Student Grades

Please select an institution for this channel.
For your student schedule click on the Student Tab and then my class schedule at the top left side of the page

1. Select a Term for TSJC students **DO NOT CLICK** Continuing ED ____
2. Click the current term you are looking for: Example Spring 2016 (see visual reference)
3. Then click submit and you will have your schedule to print