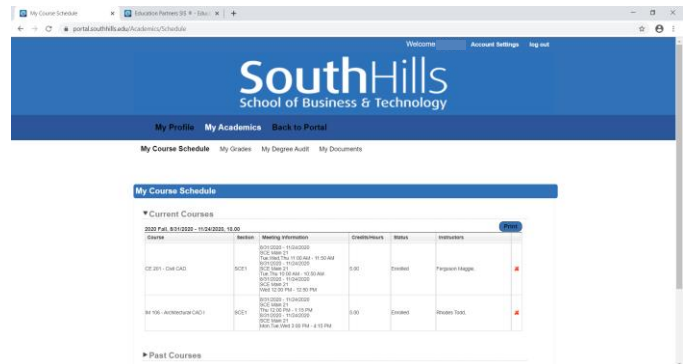
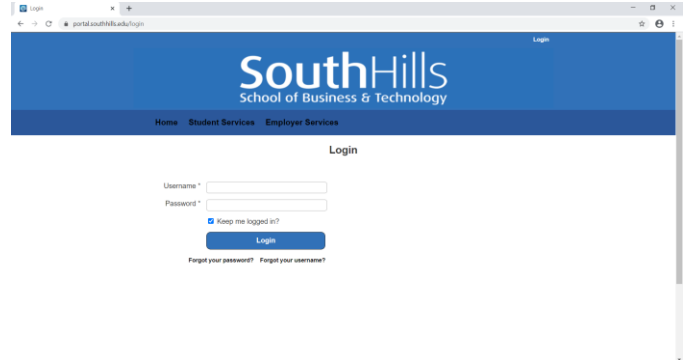


Accessing Your Student Portal

1. Open a web browser (Chrome, Firefox, Internet Explorer, Edge, Safari), type <https://portal.southhills.edu/> into the address bar, and press the Enter key.
2. In the first text box, you will type **[username]**. Your username is located at the top of your student checklist. The password is set to Southhills#. (The IT Department *highly* recommends you change your password upon your first successful login. To do this, once you've signed in successfully, click the Account Settings link near the upper right corner)
3. Click My Academics to view and/or print your schedule, your unofficial transcript or your degree audit. Please note that your schedule also displays course codes which doubles as your book list. Print or write down the course codes for future reference when ordering your books at the Student Book Store.



Please contact the IT department at MyIT@southhills.edu if you have any problems or questions.