Continuing Education

CAV & Faculty Web Services

Training Documentation
Welcome to CE Faculty Web Services. This page can be accessed using: http://cefaculty.sdccd.edu or via the District Web Page. Faculty have the ability to get their CSID number, enter Weekly CAV Summary information, access their Outlook e-mail account, update or add an email address, view the Academic Calendar and access the Continuing Ed and District Web Portals. Additionally, there is a Message Board where important information and deadlines will be announced and an online tutorial available for assistance. A date appears at the top of the Message Board indicating when it was last updated. All student and faculty Social Security Numbers (SSN) have been converted to a permanent unique 7-digit ID called CSID (College System Identification). All faculty must use their CSID number to access services on this website. To obtain your CSID, click on the “Get your CSID” button in the bottom left column of this CE Faculty Web Services webpage.
Enter your last name and the last 5 digits of your SSN, then click on the Submit button.
Once you click on the Submit button, your CSID number will be displayed. **Please write down your number and keep it in a secure place.** You should not give this number to anyone – **IT IS CONFIDENTIAL.** You are the only person who should use this number. Faculty must use their new CSID number for all faculty web transactions. Click on the EXIT button to return to the Faculty Web Services web site. Click on CAV Summary.
If this is your first time logging in, enter SDCCD in your password field. If you have forgotten your CSID number, click on the “Obtain CSID” button.
Once you click on the Enter button, another page will display for you to create your password. Passwords can be any combination of letters or numbers and be between 4 and 15 characters in length. **Passwords are case sensitive.** You must enter your password two times for verification purposes. When finished, click on the Enter key.
To access services, you must enter your CSID number and password. Click on the ENTER button to continue.

If you have forgotten your password, please contact your campus Office Manager for an appointment to have it reset.

For questions, contact the Continuing Education Instructional Services Office at (619) 388-4850.

If you have forgotten your CSID number, click on the “Obtain CSID” button.
You are now ready to access services on the CE FWS website. Click on the service you wish to access, such as "Weekly Attendance."
This is the list of courses that you have been assigned for the current semester. Click on the CRN for the course you wish to view. Courses are listed by term, CRN, subject area and course number, title, meeting days & times, start date and end date. 

*Note: Start / End dates are Sunday through Saturday.*

It is important to note that ONLY active courses (courses that have not ended) will display on this page.
This page displays the selected CRN by week, beginning and ending date for each week (Week = Sunday thru Saturday), teaching hours, student attendance hours, average class size (ACS) and source of input (ISIS, SCAN or Web). You may also print any week that has already been input. You may only edit the last 2 weeks listed (shaded fields only). These fields represent the current and previous weeks only. Once data has been entered for either of these weeks, use the Submit button to enter your data and print your CAV Summary.

It is important that you enter your teaching and attendance hours on a weekly basis. Once the shaded areas disappear from the screen, data must be manually input by the attendance clerk.
It is important to note if the summary has been entered on ISIS (Source = ISIS), you will not be given the option to update on the web, even if you are within the 2-week window period. *Note: if class is canceled, a note will appear in red.*
Print this page, sign, date and attach it to your daily signed CAV’s for this date range. Note: Original CAV’s, along with the CAV Summary form attached should be turned into the Attendance Clerk after the last class meeting for that week and no later than the following Monday by 9:00p.m. (This is a “Printer Friendly” form and will not print the colored banner.) After printing your summary, close this page to return to the weekly attendance listing.

**Note:** If you have your pop-up feature blocked, you must disable it to go directly to this page from the submit button. Otherwise, you must submit your entry and click on the PRINT button separately.

To disable your Pop-up Blocker, click on the **Tools** option in the menu bar, click on Pop-up Blocker, and select “Turn-off Pop-up Blocker.”
To return to the course list, click on the BACK TO CRN LIST button.
From the CRN List, you may select another CRN to edit or, if finished editing, click on the Home or logout link.
To update your email address, click on the “Update Email” button.
You will be prompted to enter your last name and CSID number
Your current e-mail address is displayed below. To change or update it, simply delete the e-mail address shown, type a new e-mail address and click on the **Update** button. When changing/updating your email address, please enter an address that you access on a daily basis. This will insure that you do not miss any important information that may be sent to you.

**NOTE:** This e-mail change will only change your email account in CE Faculty Web Services and will not affect your district email account.
Once your CE Faculty Web Services e-mail address has been updated, you will be prompted with a confirmation message. Click on the Exit button to return to the faculty HOME page.
To change your password, click on the CAV Summary button and login to Faculty Web Services
Once you have logged in, you may select the Change Password option
You may now assign yourself a new password. Passwords can be any combination of letters or numbers and be between 4 and 15 characters in length. Passwords are case sensitive. You must enter your password two times for verification purposes. When finished, click on the Enter key.
A verification message will display confirming that your password has been successfully changed. Click on the Login with New Password button to continue using CE FWS.
Login using CSID and NEW password