

## MySolano Student Self-Service Frequently Asked Questions

How do I access my account information?	1
When can I register?	3
How do I view my unofficial transcript?	5
How do I pay for my classes?	6

## How do I access my account information?

- 1. Log in to MySolano at https://my.solano.edu/
- 2. Select the **Student** tab from the left navigation menu.
- 3. Click on Student Self-Service.



Figure 1. Access to Student Self-Service from MySolano

4. This will take you to the MySolano Self-Service Landing Page where you can access a variety of areas by clicking the corresponding link.



Figure 2. Self-Service Landing Page

- Select **Student Profile** in the **Student Records** card to see biographical and academic information.
- The Account Summary link in the Student Accounts card displays charges and payments to your account.
- Select the Financial Aid Dashboard link in the Financial Aid card to see your financial aid information.

## When can I register?

You can access your registration time ticket through your **Student Profile** (Figure 3) or the **Registration Status** section of the **Registration Landing Page** (Figure 5).

From the **Student Profile** page, select "Registration Notices" at the top right to see your various registration notices, including your time ticket. You can change the term using the **Term** drop-down menu located on the top left.



Figure 3. Student Profile highlighting Registration Notices



Figure 4. Example of Registration Notices

From the Registration Landing Page, access registration status information by selecting Registration Status.



Figure 5. Registration Landing Page

	🛠 💽 Patel, Kara	
Student • Registration • Select a Term • Prepare for Registration		
Prepare for Registration		
Registration Status		
Registration Status         Term: Fall 2025               Your Student Status permits registration.            Your academic status permits registration.          You have holds which prevent registration.          You have holds which prevent registration.          Registration Survey (VTEA+MIS)          From Date: 12/31/2099          Processes Affected: Registration	Primary Curriculum Level: Undergraduate College: Liberal Arts Degree: Cert of Achv 16-29.5 Program: ASL/English Interpreter (CN) Campus: Main Campus - Fairfield Catalog Term: Fall 2025 Admit Term: Fall 2025 Major: ASL: ASL/Engl Interpreter (CN) Department: World Languages - ASL	
Time tickets allow registration at this time. Please register within these times: 04/01/2025 09:30 AM - 12/12/2025 10:00 PM  Your class standing for registration purposes is First Year - 1-29 units		

Figure 6. Registration Status Page

## How do I view my unofficial transcript?

To view your unofficial transcript:

1. Select the **Unofficial Transcript** link from the landing page or the **Academic Transcript** link from your **Student Profile**.



Figure 7. Unofficial Transcript link from the landing page

2. Complete the **Transcript Level** and **Transcript Type** drop-down menus. Then, select "Submit" to display your unofficial transcript.

Student   Academic Transcript		
Academic Transcript		
Transcript Level	Transcript Type	
✓ Undergraduate ✓	Web Unofficial	Submit
	Web Unofficial	
		,

Figure 8. Academic Transcript Page

1. Access the Account Summary or Account Detail By Term link from the landing page to pay using a credit card. *For other payment options, contact the <u>Cashier Office</u>: CashierOffice@solano.edu | (707) 864-7000 ext. 7210* 



Figure 9. Student Accounts card from the landing page

2. Select the "Pay Now" button to open a Payment dialogue box.

<u>Student I</u>	Dashboard • Account Sum	mary		
	Account Summar	У		
		₿	Holds	Pay Now
	View By Overview		~	

Figure 10. Account Summary page featuring the "Pay Now" button

- 3. In the **Payment** dialogue box, select your desired term by clicking the radio button to the left of the term.
- 4. Type in your desired payment amount.
- 5. Select "Pay Now." This will take you to the credit card payment page where you can complete your transaction.

Payment	×
(i) Select the checkbox against the term to make the	···· 🗸
Terms Fall 2025	Net term balance
Summer 2025	\$292.00
Amount payable: \$211.00	
Pay Now	

Figure 11. Payment dialogue box