Register for a Class in SPARK

For assistance with login usernames, passwords and course registration, please contact the Spark Technical Support Office at SPARKSupport@sjcd.edu, extension 6399 or (281) 998-6399.

**STEP 1:** Go to SPARK by putting in this URL or Click on the blue link.

www.sanjac.edu/success-factors

**STEP 2:** Login

![Login screen](image)

**STEP 3:** (OPTIONAL)

It’s best to save this as a favorite so you can go back to it easily. Click Bookmark this page. Then click Add.
**STEP 4:** In the top left hand corner it says **HOME**, click on it and options will appear in the drop down menu.

**STEP 5:** Click **Spark Learning**.

**STEP 6:** Look for **Search Catalog** in the top right corner.

**STEP 7:** Type in the name of the class you’re interested in taking. For example let’s type in **Yoga**.
STEP 8: This is what your screen should look like. 3 yoga classes at 3 different campuses.

STEP 9: Choose the campus you wish to participate at. Hover over your selected campus and click Assign to Me.
STEP 10: Now your screen should look like this. Click on the class (Wellness: Yoga – South)

STEP 11: Supervisor’s approval is required before taking a course. Click Request Approval.

STEP 12: Add comments you would like to send your supervisor for approval submission. Then click Submit
(DELETING A CLASS: Find out you signed up for the wrong class or don’t want to take it anymore? Just click Remove.)

STEP 13: A message will be sent to your email confirming your class.

STEP 14: A message will be sent to your email when your supervisor has approved your class.

STEP 15: Go to class at appointed time.

STEP 16: Sign-in! Must sign-in to receive credit.

STEP 17: ENJOY YOUR CLASS!