

SACC Site Manager How-To Guide Online Enrollment

Learn how to navigate the SACC portal to manage, review, and approve enrollment applications for students. This guide provides step-by-step instructions for updating application statuses and exporting documentation.

- 1 Navigate to <https://juan-origin.collierschools.com/app/Portal>



The screenshot shows the SACC Portal login interface. At the top, there is a 'Sign in' header with a 'Help' link. Below this, a message states: 'If you do not already have a CCPS Portal account, select [Create Account](#)'. A text input field is labeled 'Email, phone, username, or portal ID' and contains the text '1000006806'. Below the input field are two links: 'Recover password' and 'Create account'. A 'Next' button is located at the bottom of the sign-in section. To the left, there is a 'Community' section with three links: 'District website', 'Student Registration', and 'Post Secondary Application'. To the right, there is a weather widget for 'Naples, FL' showing the current temperature as 82°F and clear weather, along with other weather details like humidity, wind, and pressure.

Sign in [Help](#)

If you do not already have a CCPS Portal account, select [Create Account](#)

Email, phone, username, or portal ID

1000006806

[Recover password](#) [Create account](#)

[Next](#)

Community

- District website**
Collier County Public Schools District website
- Student Registration**
To register your child, please sign in using your Portal username and password. If you do not have a Portal username or if you forgot your information, please create a new account.
- Post Secondary Application**
Register for classes at Immokalee Technical College or Lorenzo Walker Technical College.

Naples, FL

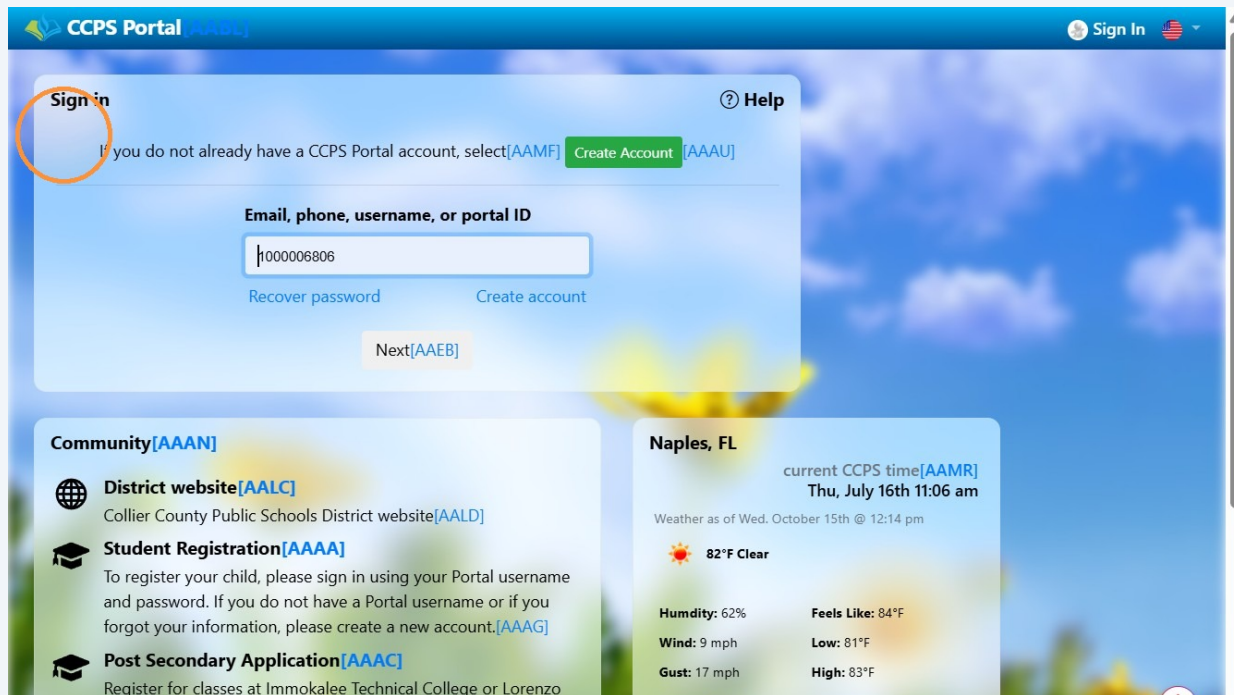
current CCPS time
Thu, July 16th 11:06 am

Weather as of Wed, October 15th @ 12:14 pm

82°F Clear

Humidity: 62% Feels Like: 84°F
Wind: 9 mph Low: 81°F
Gust: 17 mph High: 83°F
Sunrise: 7:25 am Pressure: 1013 hPa

2 Use the Username 1000006806 and Click Next



CCPS Portal [AABL]

Sign In

Sign in [AABL] ? Help

If you do not already have a CCPS Portal account, select [AAMF] [Create Account](#) [AAAU]

Email, phone, username, or portal ID

1000006806

[Recover password](#) [Create account](#)

[Next](#) [AAEB]

Community [AAAN]

- District website** [AALC]
Collier County Public Schools District website [AALD]
- Student Registration** [AAAA]
To register your child, please sign in using your Portal username and password. If you do not have a Portal username or if you forgot your information, please create a new account. [AAAG]
- Post Secondary Application** [AAAC]
Register for classes at Immokalee Technical College or Lorenzo

Naples, FL

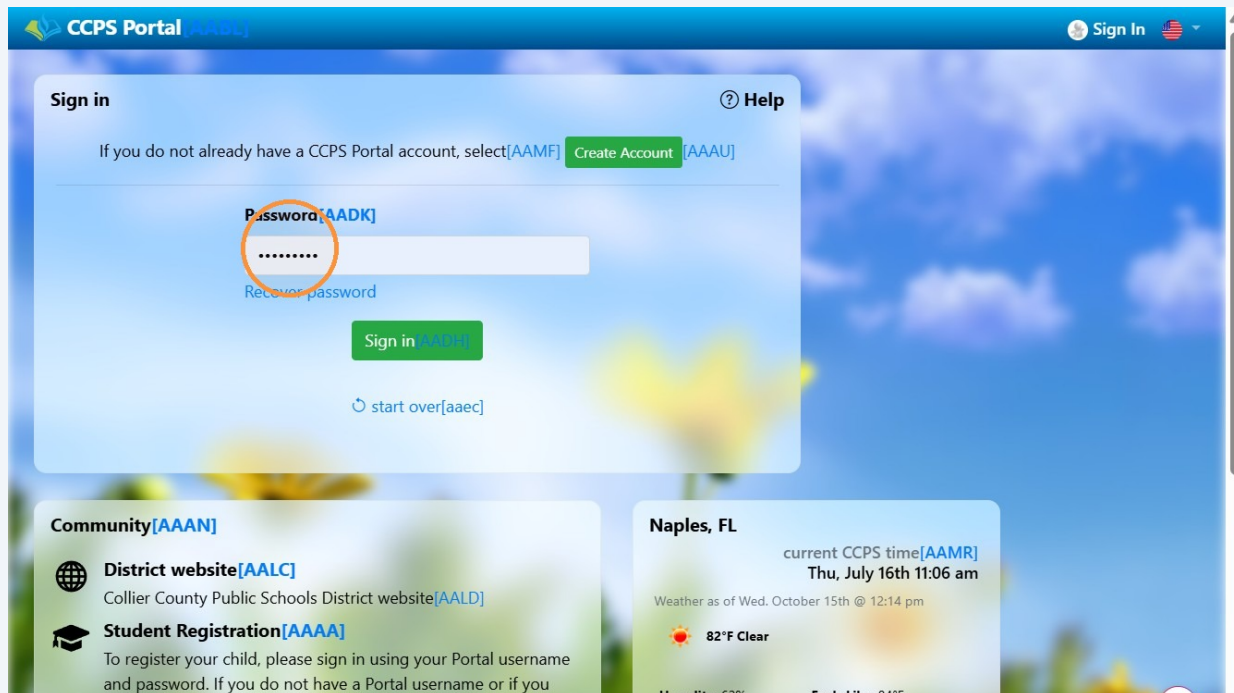
current CCPS time [AAMR]
Thu, July 16th 11:06 am

Weather as of Wed, October 15th @ 12:14 pm

82°F Clear

Humidity: 62% Feels Like: 84°F
Wind: 9 mph Low: 81°F
Gust: 17 mph High: 83°F

3 Type password **sacc_test**, then click sign in



CCPS Portal [AABL]

Sign In

Sign in [AABL] ? Help

If you do not already have a CCPS Portal account, select [AAMF] [Create Account](#) [AAAU]

Password [AADK]

.....

[Recover password](#)

[Sign in](#) [AADH]

[start over](#) [aaec]

Community [AAAN]

- District website** [AALC]
Collier County Public Schools District website [AALD]
- Student Registration** [AAAA]
To register your child, please sign in using your Portal username and password. If you do not have a Portal username or if you

Naples, FL

current CCPS time [AAMR]
Thu, July 16th 11:06 am

Weather as of Wed, October 15th @ 12:14 pm

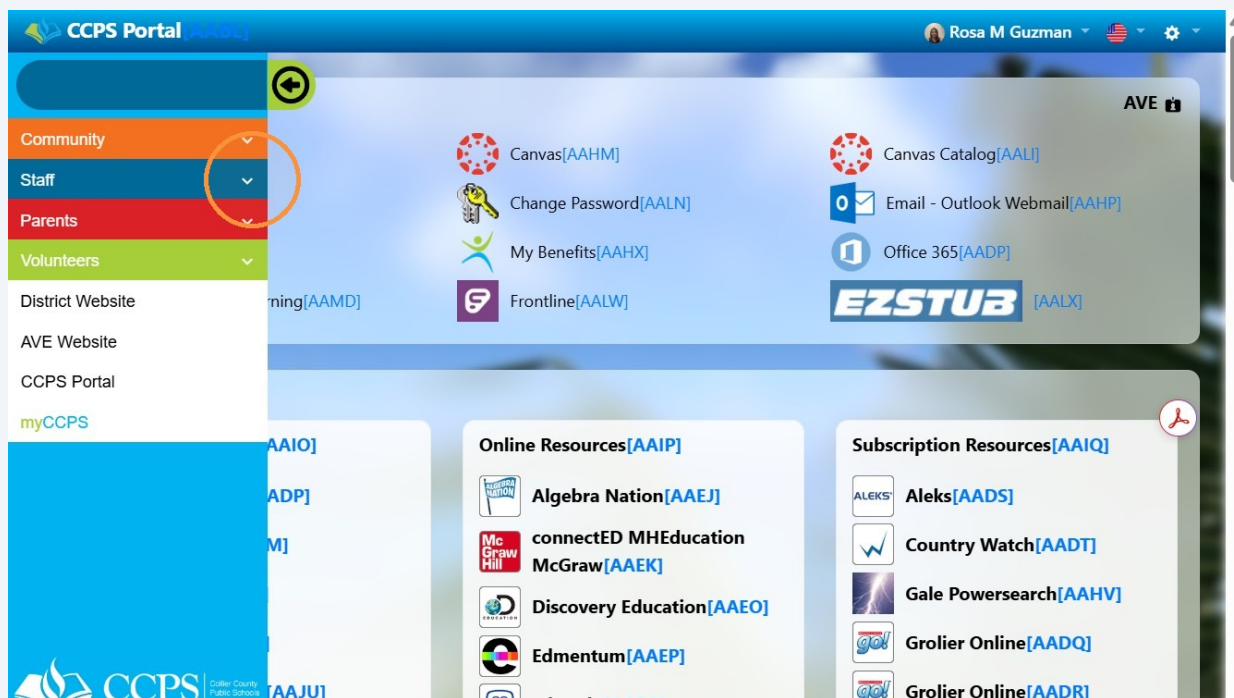
82°F Clear

Humidity: 62% Feels Like: 84°F

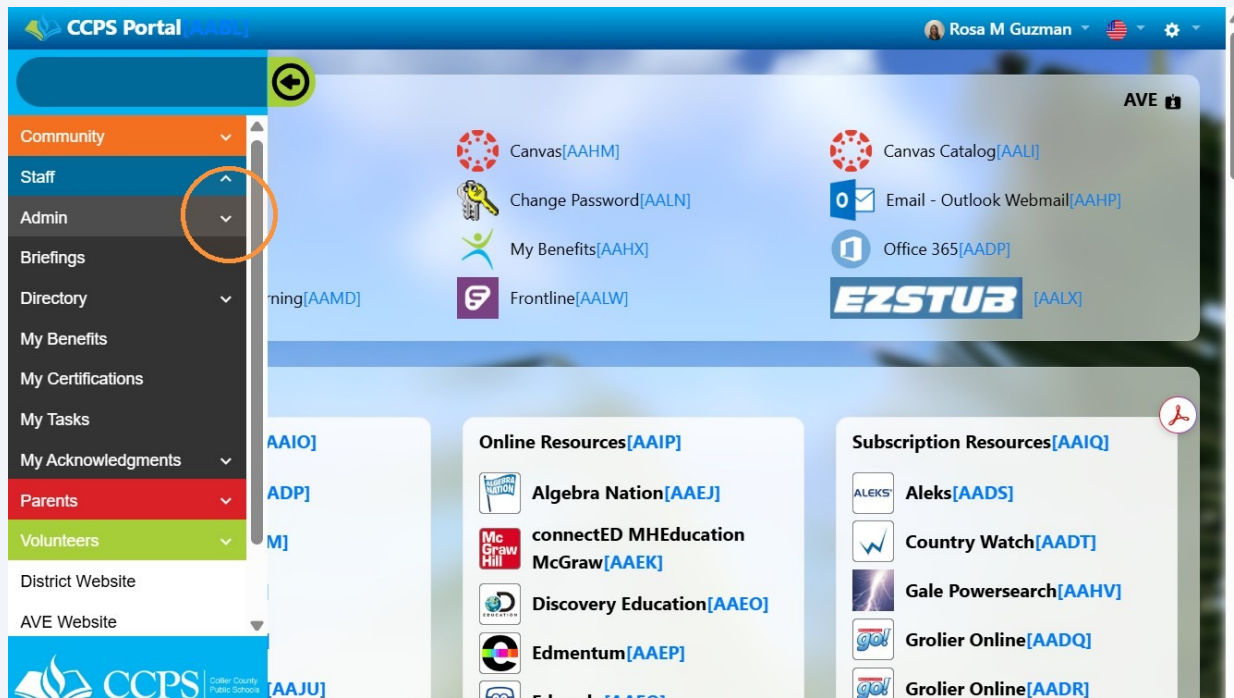
4 Now that you're in your portal



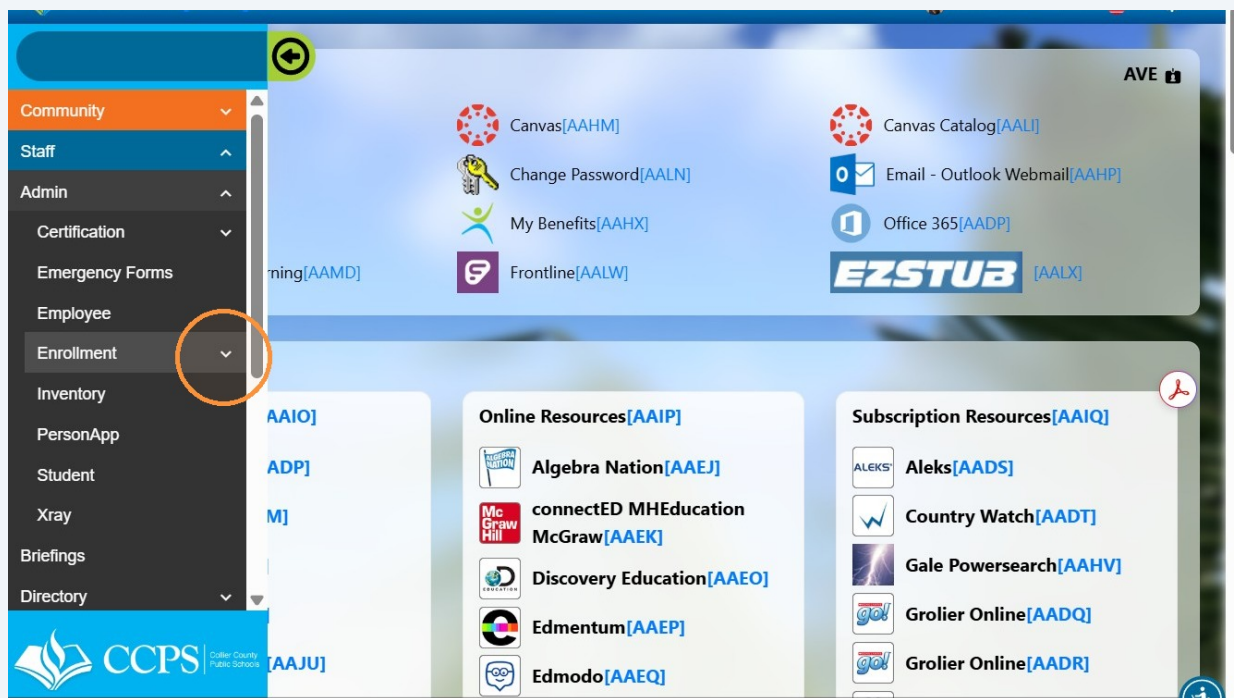
5 You will click on the green arrow button.



6 Select staff.



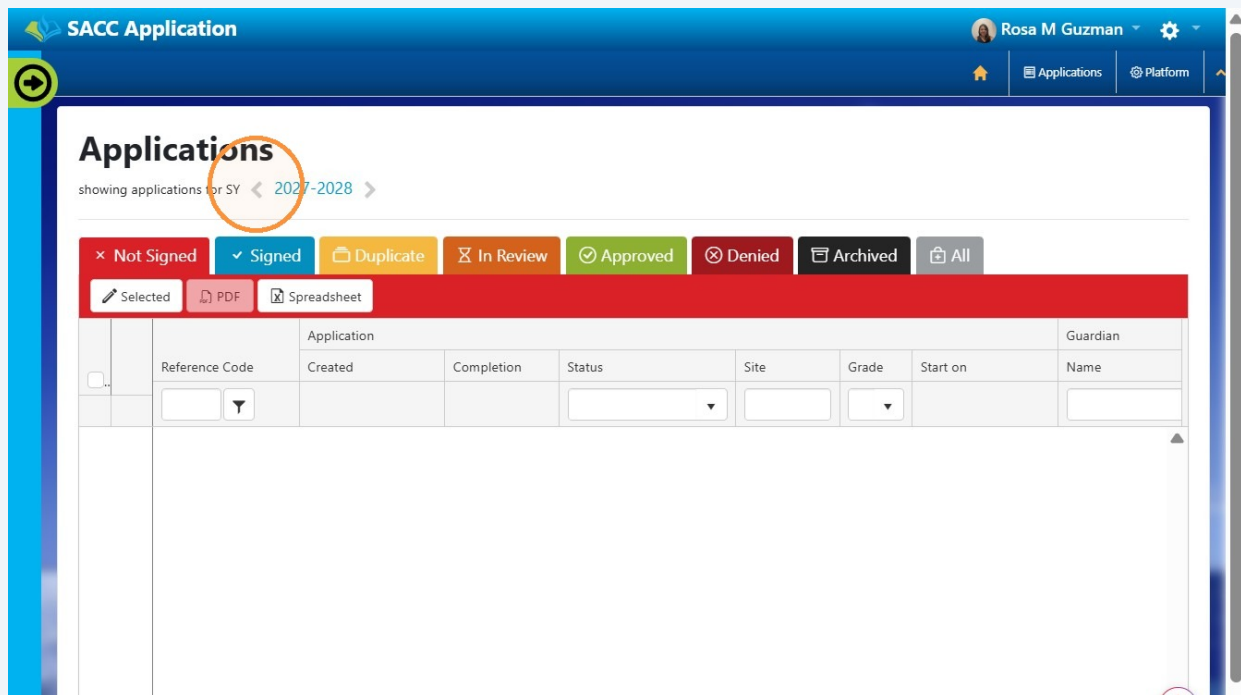
7 Admin.



8 Enrollment and SACC.



9 You will be brought to an application page. Start by click the back button (orange circle below) to go to 2026-2027 school year.



10 Now you will see 26-27 applications.

SACC Application

Rosa M Guzman

Applications Platform

Applications

showing applications for SY < 2026-2027 >

Not Signed Signed Duplicate In Review Approved Denied Archived All

Selected PDF Spreadsheet

Reference Code	Application	Guardian					
Created	Completion	Status					
Site	Grade	Start on					
Name							
ENR260707144445	07/07/2026 14:44	97	Not Signed	AVE	3	07/09/2026	Jacquelin E Faveli
ENR260716093128	07/16/2026 9:31	87	Not Signed	AVE	4	08/11/2026	Jacquelin E Faveli
ENR260713092455	07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Faveli
ENR260713122637	07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Faveli
ENR260702134515	07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Faveli

11 You will be able to see applications that are in process (green bar shows completion rate). You can also begin to see student and parent information that has been entered into the application.

SACC Application

Rosa M Guzman

Applications Platform

Applications

showing applications for SY < 2026-2027 >

Not Signed Signed Duplicate In Review Approved Denied Archived All

Selected PDF Spreadsheet

Reference Code	Application	Guardian					
Created	Completion	Status					
Site	Grade	Start on					
Name							
ENR260707144445	07/07/2026 14:44	97	Not Signed	AVE	3	07/09/2026	Jacquelin E Faveli
ENR260716093128	07/16/2026 9:31	87	Not Signed	AVE	4	08/11/2026	Jacquelin E Faveli
ENR260713092455	07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Faveli
ENR260713122637	07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Faveli
ENR260702134515	07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Faveli

1 - 5 of 5 items

12

At any time, these applications can be selected by checking the open box to the left of the reference code. This feature is available on all tabs at the top.

showing applications for SY < 2026-2027 >

Not Signed Signed Duplicate In Review Approved Denied Archived All

Selected (1) PDF Spreadsheet

	Reference Code	Application Created	Completion	Status	Site	Grade	Start on	Guardian Name
☒	ENR260707144445	07/07/2026 14:44	97	Not Signed	AVE	3	07/09/2026	Jacquelin E Favel
☐	ENR260716093128	07/16/2026 9:31	87	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
☐	ENR260713092455	07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
☐	ENR260713122637	07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
☐	ENR260702134515	07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Favel

1 - 5 of 5 items

200 @admin_enroll_site_I 104 ms 24.0 MiB 6 4 1000006806 4 ms 6.4.21

13

Click this checkbox.

showing applications for SY < 2026-2027 >

Not Signed Signed Duplicate In Review Approved Denied Archived All

Selected (2) PDF Spreadsheet

	Reference Code	Application Created	Completion	Status	Site	Grade	Start on	Guardian Name
☒	ENR260707144445	07/07/2026 14:44	97	Not Signed	AVE	3	07/09/2026	Jacquelin E Favel
☒	ENR260716093128	07/16/2026 9:31	87	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
☐	ENR260713092455	07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
☐	ENR260713122637	07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
☐	ENR260702134515	07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Favel

1 - 5 of 5 items

200 @admin_enroll_site_I 104 ms 24.0 MiB 6 4 1000006806 4 ms 6.4.21

14 Right now, these applications are listed under "Not Signed"

showing applications for SY < 2026-2027 >

Not Signed Signed Duplicate In Review Approved Denied Archived All

Selected (4) PDF Spreadsheet

Reference Code	Created	Completion	Status	Site	Grade	Start on	Guardian Name
ENR260707144445	07/07/2026 14:44	97	Not Signed	AVE	3	07/09/2026	Jacquelin E Favel
ENR260716093128	07/16/2026 9:31	87	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260713092455	07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260713122637	07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260702134515	07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Favel

15 Any applications that you are reviewing will show here.

showing applications for SY < 2026-2027 >

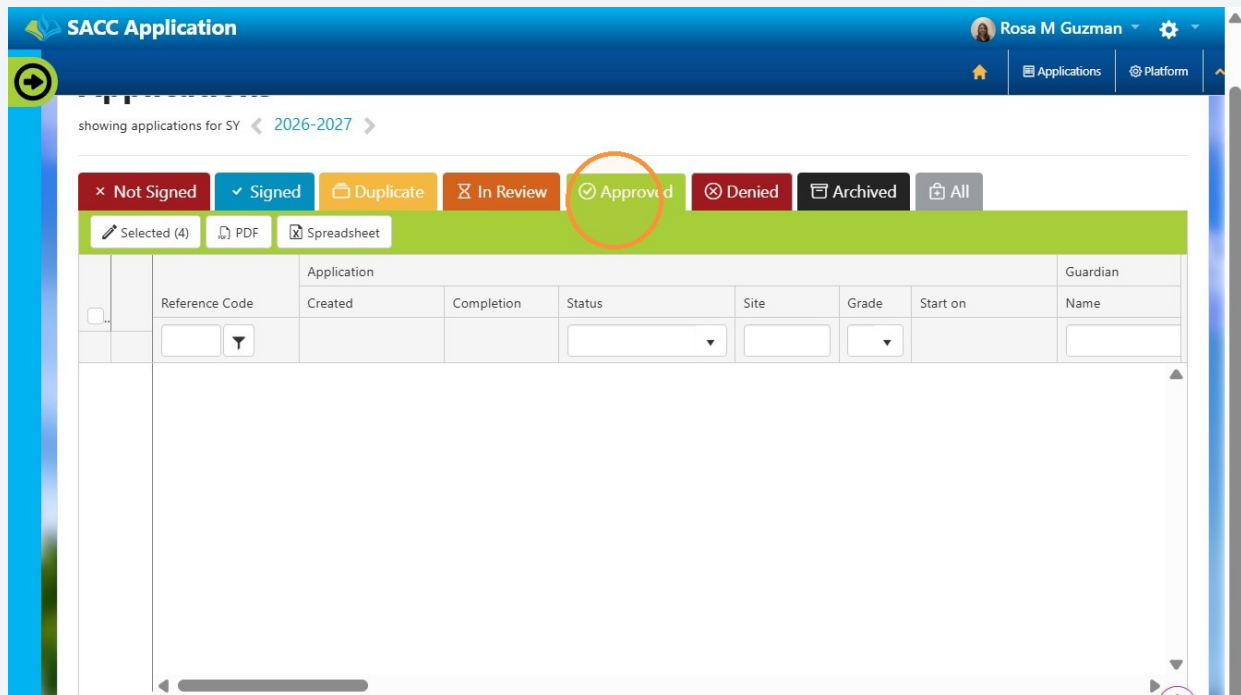
Undecided: 0 • Approved: 0 • Denied: 0

Not Signed Signed Duplicate In Review Approved Denied Archived All

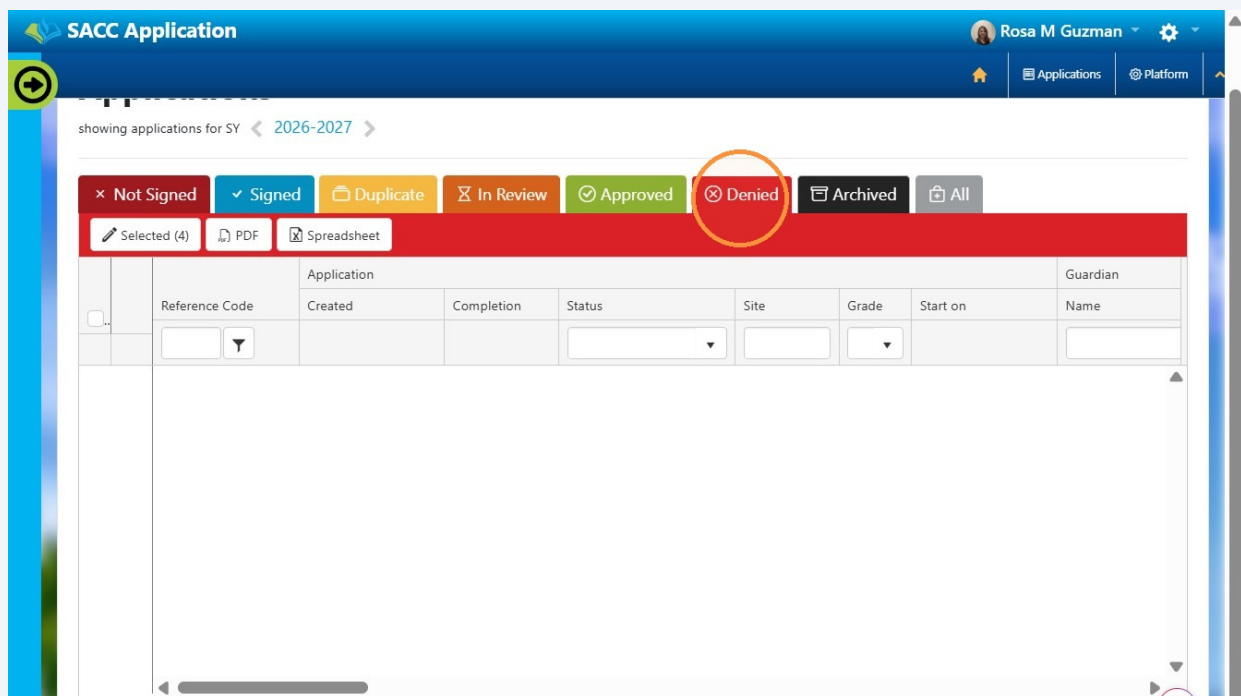
Selected (4) PDF Spreadsheet

Reference Code	Created	Completion	Status	Status	Site	Grade	Start on
----------------	---------	------------	--------	--------	------	-------	----------

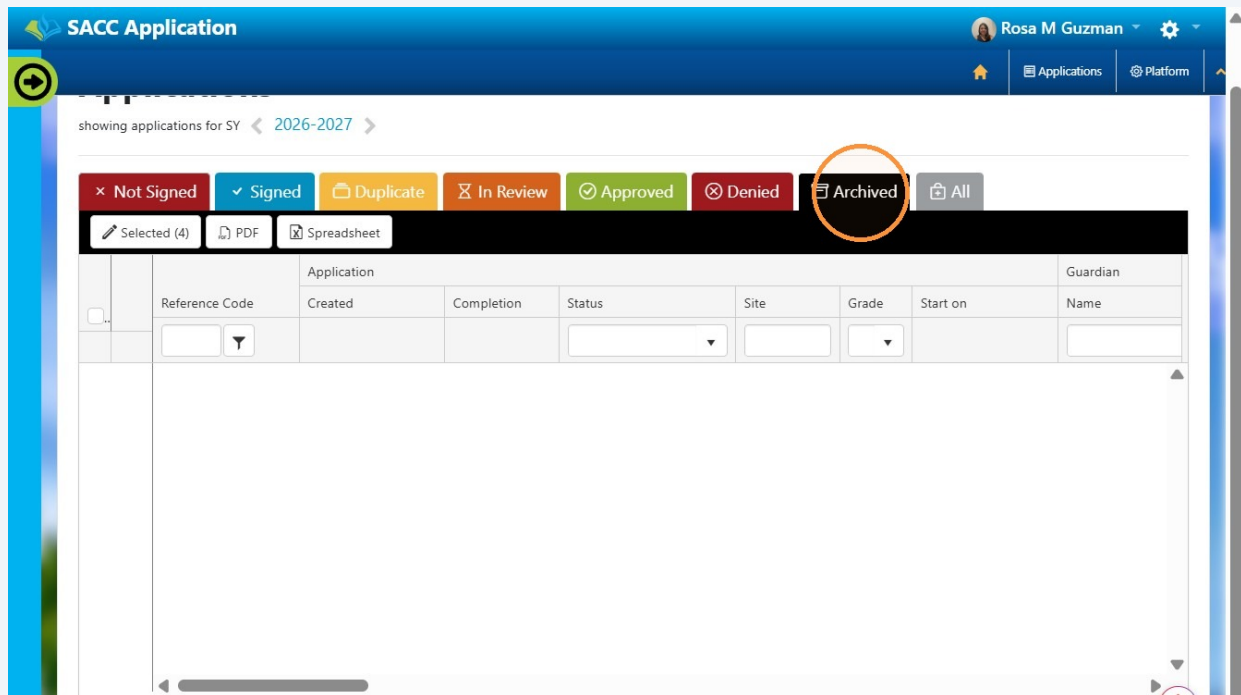
- 16 Any applications that you have approved will show in the approved tab.



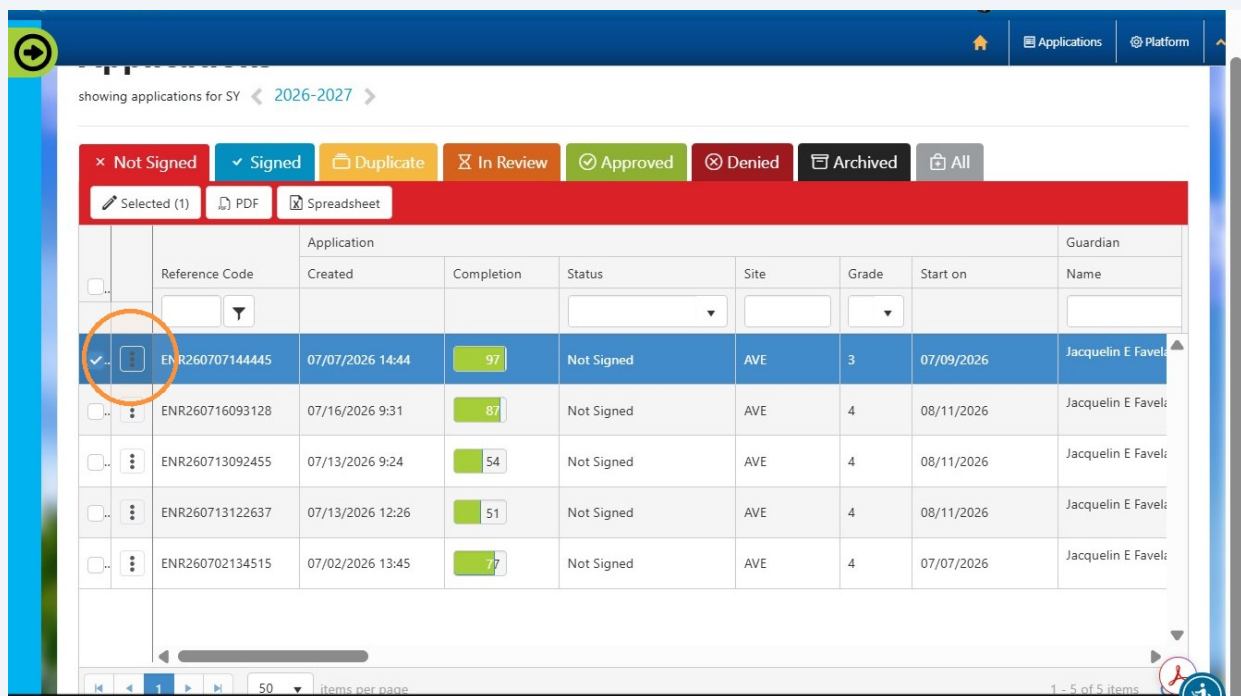
- 17 Any denied applications will show here.



- 18 And this link will show all applications that have been archived over the years.



- 19 When you are ready to review an application (should be at 100%), you will click on the icon with 3 dots. Then click Manage Application.



20

It will take you into the student application where you can review information that parent submitted.

SACC Application Application for Isabelle Alexa Cano Favela



ISABELLE ALEXA CANO FAVELA
ID - 476817
[Replace SID](#)

[Procure View](#)

Requestor Info

CCPSUID
2001153044

Email
estrella.favela@yahoo.com

Full Name
Jacquelin E Favela

Phone Number
2393020514

Relationship
M

Residence Address
2832 Linda Dr, Naples, FL 341126373

Student Info

CCPSUID
2001513847

Gender
F

Date of Birth
N/A

Current Grade
03

Current School
AVE

Internal Note
These notes **WILL NOT** be seen by the applicant.

Format ▼ **B** *I* U

21

Also to help with information transferring, you can click this Procure view button. It will populate into a view that is similar to Procure. This will help you copy and paste student information.

SACC Application Application for Isabelle Alexa Cano Favela



ISABELLE ALEXA CANO FAVELA
ID - 476817
[Replace SID](#)

[Procure View](#)

Requestor Info

CCPSUID
2001153044

Email
estrella.favela@yahoo.com

Full Name
Jacquelin E Favela

Phone Number
2393020514

Relationship
M

Residence Address
2832 Linda Dr, Naples, FL 341126373

Student Info

CCPSUID
2001513847

Gender
F

Date of Birth
N/A

Current Grade
03

Current School
AVE

Internal Note
These notes **WILL NOT** be seen by the applicant.

Format ▼ **B** *I* U

Make notes here.

22

Back on the homepage, please note that you are able to sort student information under any of the tabs. For example, if I only wanted to see "not signed" or pending applications for incoming kinder students, I could click on Grade Level at the top. This will sort all applications and only show those kindergarten students.

The screenshot shows the SACC Application interface. At the top, there's a header with the user name 'Rosa M. Guzman' and navigation tabs for 'Applications' and 'Platform'. Below the header, a filter bar shows 'showing applications for SY < 2026-2027 >'. A row of status filters includes 'Not Signed', 'Signed', 'Duplicate', 'In Review', 'Approved', 'Denied', 'Archived', and 'All'. Below these are buttons for 'Selected', 'PDF', and 'Spreadsheet'. The main table has columns for Site, Grade, Start on, Guardian Name, Email, and Mobile. The 'Grade' column is circled in orange, indicating it can be clicked to sort the data.

Site	Grade	Start on	Guardian Name	Email	Mobile
AVE	3	07/09/2026	Jacquelin E Favela	estrella.favela@yahoo.com	(239) 302-0514
AVE	4	08/11/2026	Jacquelin E Favela	estrella.favela@yahoo.com	(239) 302-0514
AVE	4	08/11/2026	Jacquelin E Favela	estrella.favela@yahoo.com	(239) 302-0514
AVE	4	08/11/2026	Jacquelin E Favela	estrella.favela@yahoo.com	(239) 302-0514
AVE	4	07/07/2026	Jacquelin E Favela	estrella.favela@yahoo.com	(239) 302-0514

23

If you would like to print any approved application. Click the open box to the left of the 3 dots (you can click multiple boxes or select all at the top).

The screenshot shows the SACC Application interface. At the top, there's a header with the user name 'Rosa M. Guzman' and navigation tabs for 'Applications' and 'Platform'. Below the header, a filter bar shows 'showing applications for SY < 2026-2027 >'. A row of status filters includes 'Not Signed', 'Signed', 'Duplicate', 'In Review', 'Approved', 'Denied', 'Archived', and 'All'. Below these are buttons for 'Selected', 'PDF', and 'Spreadsheet'. The main table has columns for Reference Code, Application (Created, Completion, Status), Site, Grade, Start on, and Guardian Name. The 'Reference Code' column is circled in orange, indicating it can be clicked to sort the data.

Reference Code	Application	Site	Grade	Start on	Guardian Name
ENR260716093128	Created: 07/16/2026 9:31, Completion: 87, Status: Not Signed	AVE	4	08/11/2026	Jacquelin E Favela
ENR260713092455	Created: 07/13/2026 9:24, Completion: 54, Status: Not Signed	AVE	4	08/11/2026	Jacquelin E Favela
ENR260713122637	Created: 07/13/2026 12:26, Completion: 51, Status: Not Signed	AVE	4	08/11/2026	Jacquelin E Favela
ENR260702134515	Created: 07/02/2026 13:45, Completion: 77, Status: Not Signed	AVE	4	07/07/2026	Jacquelin E Favela

24

Click PDF. When applications are actually complete and approved, a PDF will populate with all student information. You will be able to mass print all approved applications.

showing applications for SY < 2026-2027 >

Not Signed Signed Duplicate In Review Approved Denied Archived All

Selected (1) PDF Spreadsheet

Reference Code	Application	Created	Completion	Status	Site	Grade	Start on	Guardian
ENR260716093128		07/16/2026 9:31	87	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
		07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
		07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260702134515		07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Favel

1 - 4 of 4 items

25

To approve an application. Click this image.

showing applications for SY < 2026-2027 >

Not Signed Signed Duplicate In Review Approved Denied Archived All

Selected (1) PDF Spreadsheet

Reference Code	Application	Created	Completion	Status	Site	Grade	Start on	Guardian
ENR260716093128		07/16/2026 9:31	87	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
		07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
		07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260702134515		07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Favel

1 - 4 of 4 items

26 Click "Set Status"

showing applications for SY < 2026-2027 >

× Not Signed ✓ Signed Duplicate In Review Approved Denied Archived All

Selected (1) PDF Spreadsheet

Reference Code	Application	Created	Completion	Status	Site	Grade	Start on	Guardian Name
ENR260716093128		07/16/2026 9:31	87	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260713122637		07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260713122637		07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260702134515		07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Favel

1 - 4 of 4 items

200 @admin_enroll_site_1 339ms 24.0 MiB 8 4 1000006806 13 ms 6.4.21

27 You may click any category listed to label the application. I will click approved.

showing applications for SY < 2026-2027 >

× Not Signed ✓ Signed Duplicate In Review Approved Denied Archived All

Selected (1) PDF Spreadsheet

Reference Code	Application	Created	Completion	Status	Site	Grade	Start on	Guardian Name
ENR260716093128		07/16/2026 9:31	87	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260713122637		07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260713122637		07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Favel
ENR260702134515		07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Favel

1 - 4 of 4 items

200 @admin_enroll_site_1 339ms 24.0 MiB 8 4 1000006806 13 ms 6.4.21

28 Then, navigate to the approved tab.

The screenshot shows the 'SACC Application' interface. At the top, the user 'Rosa M Guzman' is logged in. The main header indicates 'showing applications for SY < 2026-2027 >'. Below this, a row of tabs includes 'Not Signed', 'Signed', 'Duplicate', 'In Review', 'Approved' (highlighted with an orange circle), 'Denied', 'Archived', and 'All'. Below the tabs, there are buttons for 'Selected (1)', 'PDF', and 'Spreadsheet'. The main table displays application details with columns: Reference Code, Created, Completion, Status, Site, Grade, Start on, and Guardian Name. The table lists three applications, all with a status of 'Not Signed'.

Reference Code	Created	Completion	Status	Site	Grade	Start on	Guardian Name
ENR260713092455	07/13/2026 9:24	54	Not Signed	AVE	4	08/11/2026	Jacquelin E Faveli
ENR260713122637	07/13/2026 12:26	51	Not Signed	AVE	4	08/11/2026	Jacquelin E Faveli
ENR260702134515	07/02/2026 13:45	77	Not Signed	AVE	4	07/07/2026	Jacquelin E Faveli

29 Once I have approved applications they will be listed under approved. Parents will be notified via email when their application has been approved.

The screenshot shows the 'SACC Application' interface with the 'Approved' tab selected. The main header indicates 'showing applications for SY < 2026-2027 >'. Below this, the same row of tabs is visible, with 'Approved' highlighted. Below the tabs, there are buttons for 'Selected (1)', 'PDF', and 'Spreadsheet'. The main table displays application details with columns: Reference Code, Created, Completion, Status, Site, Grade, Start on, and Guardian Name. The table lists two applications, both with a status of 'Approved'. The first application has a completion percentage of 97, and the second has 87.

Reference Code	Created	Completion	Status	Site	Grade	Start on	Guardian Name
ENR260707144445	07/07/2026 14:44	97	Approved	AVE	3	07/09/2026	Jacquelin E Faveli
ENR260716093128	07/16/2026 9:31	87	Approved	AVE	4	08/11/2026	Jacquelin E Faveli

- 30 You may select all applications, filter applications, switch to PDF format, and print.

The screenshot shows the 'Applications' page in a web application. The page header includes a home icon, 'Applications' link, and 'Platform' link. Below the header, there's a section for 'showing applications for SY < 2026-2027 >'. A filter bar contains buttons for 'Not Signed', 'Signed', 'Duplicate', 'In Review', 'Approved', 'Denied', 'Archived', and 'All'. Below the filter bar, there's a green bar with 'Selected (2)', 'PDF', and 'Spreadsheet' options. The main content is a table with columns: Reference Code, Created, Completion, Status, Site, Grade, Start on, and Guardian. The table contains two rows of data. The first row has a selection checkbox highlighted by an orange circle. The second row has a selection checkbox highlighted by a blue circle.

Reference Code	Created	Completion	Status	Site	Grade	Start on	Guardian
ENR260707144445	07/07/2026 14:44	97	Approved	AVE	3	07/09/2026	Jacquelin E Favela
ENR260716093128	07/16/2026 9:31	87	Approved	AVE	4	08/11/2026	Jacquelin E Favela

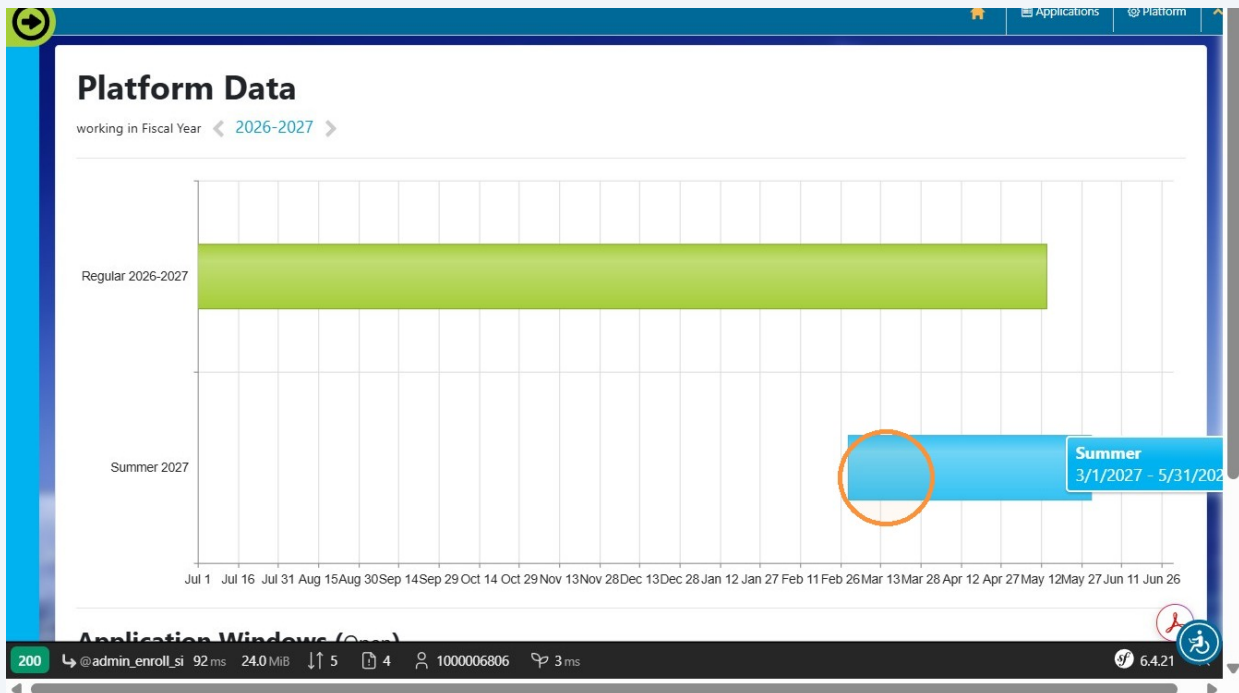
- 31 Eventually, we will build out a data platform (orange circle).

The screenshot shows the 'Applications' page in a web application. The page header includes a home icon, 'Applications' link, and 'Platform' link. The 'Platform' link is highlighted by an orange circle. Below the header, there's a section for 'showing applications for SY < 2026-2027 >'. A filter bar contains buttons for 'Not Signed', 'Signed', 'Duplicate', 'In Review', 'Approved', 'Denied', 'Archived', and 'All'. Below the filter bar, there's a green bar with 'Selected (2)', 'PDF', and 'Spreadsheet' options. The main content is a table with columns: Reference Code, Created, Completion, Status, Site, Grade, Start on, and Guardian. The table contains two rows of data.

Reference Code	Created	Completion	Status	Site	Grade	Start on	Guardian
ENR260707144445	07/07/2026 14:44	97	Approved	AVE	3	07/09/2026	Jacquelin E Favela
ENR260716093128	07/16/2026 9:31	87	Approved	AVE	4	08/11/2026	Jacquelin E Favela

32

This dashboard will show data associated with your applications. It can show number of students enrolled, per grade level, days of service, etc. This will be built out over the next few weeks.



33

Overall, this is the process for approving and managing applications in CCPS online platform.