

*How To...*

# Create An OpenCCC Account

First-Time User

California Community Colleges



# Why do you need an OpenCCC Account?

- OpenCCC is the student account system for all 116 California Community Colleges.
- Regardless of which college you are attending, OpenCCC generates a one-time *CCC-ID* for every student across the system.
- The CCCID ensures all your applications and records are consolidated in one place throughout your college journey in the CCC system.

## Step 1: Get Started

1. Click the *Create An Account* link on Sign In page

California Community Colleges

Cambiar a Español

### Sign In

To continue to your California Community Colleges student account, please sign in or create a new account.

\* Required field

Email or mobile phone \*

Next

Create an Account Recover Account

Reminder: If you already have an OpenCCC account, *Sign In* using your email address, or click the *Recover Account* link to reset your password.

# Here's what you need to create your account

- A unique email address
- Access to your email account
- Chrome or Safari browser recommended

If you're using a mobile device...

- A unique, mobile phone number
- Access to your mobile device
- Email address to complete setting up your account

## Step 2: Create Your Account

1. Enter your unique email address in *Email* field

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### Create Your Account

Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.

1

Use mobile phone instead

2

[Back to Sign In](#)

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2. Click *Email My Verification Code* button

# Retrieve your security code to verify your identity

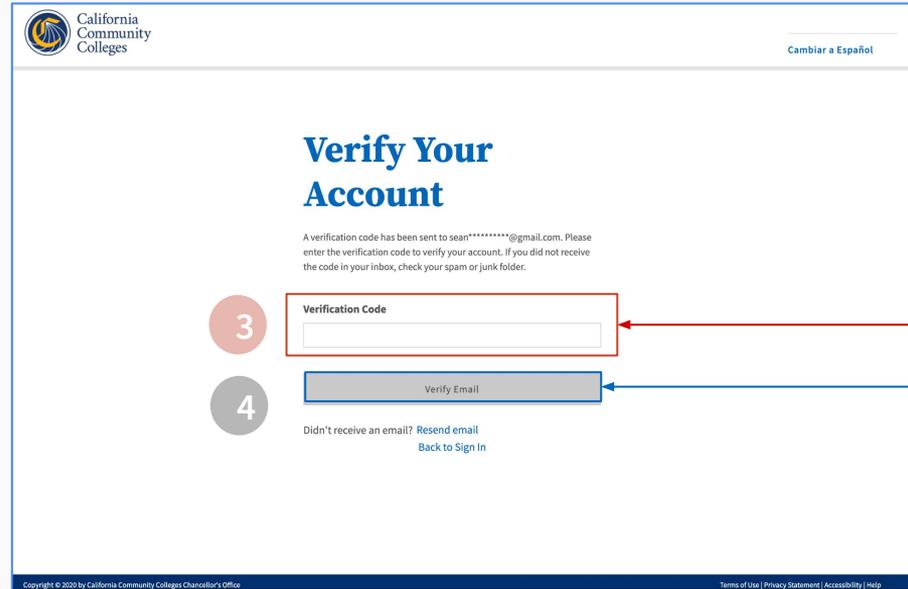
- Access your email account and find the email from *California Community Colleges*
- Copy the six-digit security code
- Return to the *Verify Your Account* page and enter the code in the Verification Code field

## Important Notes:

- The security code is time-sensitive
- Enter your code within 10 minutes
- Three *retries* are allowed
- Request a new code at any time

## Step 3: Verify Your Account

3. Enter security code in the *Verification Code* field



The screenshot shows the 'Verify Your Account' page for California Community Colleges. At the top left is the logo and name 'California Community Colleges'. At the top right is a link 'Cambiar a Español'. The main heading is 'Verify Your Account'. Below the heading is a message: 'A verification code has been sent to sean\*\*\*\*\*@gmail.com. Please enter the verification code to verify your account. If you did not receive the code in your inbox, check your spam or junk folder.' There are two numbered callouts: '3' points to a text input field labeled 'Verification Code', and '4' points to a 'Verify Email' button. Below the button are links: 'Didn't receive an email? Resend email' and 'Back to Sign In'. At the bottom, there is a footer with 'Copyright © 2020 by California Community Colleges Chancellor's Office' and 'Terms of Use | Privacy Statement | Accessibility | Help'.

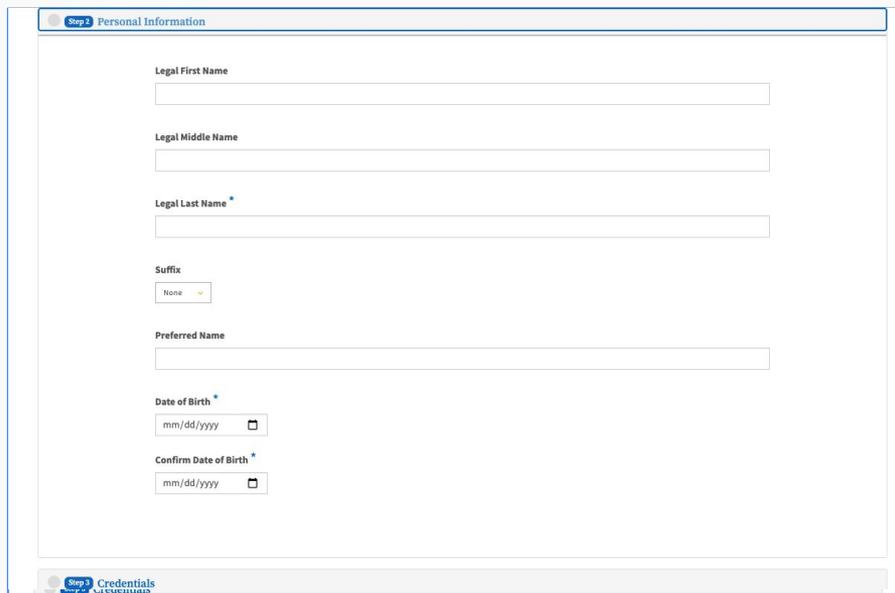
4. Click *Verify Email* button to verify your identity

## Basic Profile Information

- Provide a phone number and indicate the type (mobile or landline)
- Provide your permanent home address
- Provide your full legal name
- Enter and confirm your date of birth

## Step 4: Complete Profile

### 5. Provide your Personal & Contact Information



The screenshot shows a web form titled "Step 2 Personal Information". The form contains the following fields:

- Legal First Name: Text input field
- Legal Middle Name: Text input field
- Legal Last Name\*: Text input field
- Suffix: Dropdown menu with "None" selected
- Preferred Name: Text input field
- Date of Birth\*: Date input field (format: mm/dd/yyyy)
- Confirm Date of Birth\*: Date input field (format: mm/dd/yyyy)

At the bottom of the form, there is a navigation bar with "Step 3 Credentials" and a "Next" button.

### 6. Continue to *Credentials* screen to create password

## Our Commitment to Security & Privacy

- OpenCCC uses two-factor (2FA) authentication for identity security
- Your personal information is secure
- Your information is never sold or shared with third parties
- Your data is encrypted in transit and at rest

## Step 5: Create Password & Finish

7. Create and confirm your secure password

**Create Profile**

**What**  
Create a secure MyPath account.

**Why**  
A MyPath account will save your progress for future sessions.

**How Long**  
3 steps (Estimated 0 minutes remaining)

**Step 1** Contact Information

**Step 2** Personal Information

**Step 3** Credentials

Password must:

- ✓ not contain your name
- ✓ be at least 8 characters in length
- ✓ contain at least one uppercase letter
- ✓ contain at least one lowercase letter
- ✓ contain at least one number
- ✓ contain at least one of the following special characters: !, @, #, \$, %, ^, & or \*

**Password**  
[Input field]

**Confirm Password**  
[Input field]

**Create Account**

By providing your cell phone number, you consent to receiving periodic messages. Message frequency may vary. Message and data rates may apply. Text "HELP" for help. Text "STOP" to cancel.

8. Click *Create Account* button to finish

# Congratulations!

Your account has been created and  
you're on your way!

