

# STEP-BY-STEP GUIDE to enroll for College

## CONTRACT EDUCATION PROGRAMS

As a student in our program, you will earn college credit for the classes you take. In order for this to happen, you must enroll with the college, our affiliated educational agency.

This is a two-part process involving the state's CCCApply system and the college system. The following step-by-step guide will walk you through the quick process. You must pay attention to details and write down two separate identification (ID) numbers that will be given to you. We need to record those ID numbers for future classes.

**BEFORE YOU BEGIN**, you will need:

- stable internet access
- an email address you can access
- paper and pen to write down your ID numbers and login information

### PART 1 – Open CCC

You must create an account with OpenCCC before applying to the college. You will receive a CCC-ID number when you complete this part. **WRITE DOWN & KEEP TRACK OF THIS NUMBER.**

1. Click on this link (or copy and paste it) to get started:  
<https://www.opencccapply.net/gateway/apply?cccMisCode=482>
2. Click on “Create an Account”.
3. Click on “Begin Creating My Account”.
4. Complete the form with your personal information, including your Social Security Number or ITIN. If you do not have an ITIN or SSN check the box at the bottom of the page labeled “Check this box if you do not have a Social Security Number or Taxpayer Identification.”
5. On page 2, include contact information with a valid email, phone number and California address.
6. Create a user name, password and security PIN. **WRITE THIS DOWN** somewhere.
7. Click “Create My Account”.
8. If the account is created, you will get a CCC-ID number – **WRITE THIS DOWN**. It should include 3 letters and 4 numbers.
9. Click “Continue”.

### PART 2 – College

1. Your next screen should say “College Application” with the college logo in the upper right and directly above “Welcome”. You'll see a message that says you need to verify your Identity and complete the **ID.me** step before starting the application. **THIS STEP IS OPTIONAL**. If you're not comfortable verifying your ID, you can skip and continue to the application with no issues.
  - a. For “Term Applying For”: Select the term (time of year) when you will begin classes.
  - b. For “Educational Goal”: Select “Associates Degree”.
  - c. For “Intended Major or Program of Study”: Select “Undeclared/Exploring Pathway” unless told differently by your program.
  - d. Click “Continue”.
2. If your mailing address is different than what you put in your OpenCCC account, include it here. If it is the same, check the box that says that. (Note: your mailing address should NOT be outside the U.S.).
3. Continue through the forms answering for yourself. College programs will likely not apply to you. If there is an error, the system will tell you.
4. Click your “Consent to Release Information” answer and declarations of your answers being true. Then click “Submit my Application”.
5. You will receive an Application Confirmation number – **WRITE THIS DOWN**. It will be useful if there are any issues in the future.

Within 2 business days, you should receive an email to the email address you provided that includes your unique College ID number (also known as a W#). Remember to check your email junk folder if you do not receive it. If you do not receive this email within 2 days, please check with your program staff.

Once you receive that email with your W#, either forward it to your program staff with your CCC-ID number or give it to them in the form they have requested. They need both of these to prepare for your class registration.