

NC CCCApply Account Creation Guide

STEP 1: Open your internet browser and go to

www.glendale.edu/ce and click on this icon



STEP 2: Click on **“Create an account”** then

“Begin Creating my Account”

Create Your OpenCCC Account

OpenCCC allows you to access California Community Colleges secure web applications.

You Must Have an Email Address

The California Community Colleges and OpenCCC will use email to send you important information. You will need to provide a valid email address.

Free email accounts are available from many sources:

- [Google Gmail](#)
- [Yahoo Email](#)
- [Microsoft Outlook](#)
- [Other Providers](#)

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC does not guarantee that any of these providers will be available to you.

All information is kept secure and private as explained in the Privacy Policy. By creating an OpenCCC account, you are

[Begin Creating My Account](#) or [Return to Sign In](#)

STEP 3: Enter your first, middle, and last name. If you do not have a first or middle name, check the corresponding box.

Click **“Continue”**

Personal Information - Page 1 of 3

Legal Name
Enter your legal name as it appears on official documents such as your government issued ID.

First Name
 Check this box if you do not have a first name

Middle Name
 Check this box if you do not have a middle name

Last Name

Suffix

Yes No Do you have a previous name (such as a maiden name)?

Yes No Do you have a preferred name that is different than your legal and/or previous name?

STEP 4: Enter your Date of Birth and confirm. Click

“Continue”

STEP 5: Review the Social Security Number section. Check

the appropriate box. Click **“Continue”**

If you do not wish to provide your Social Security or Taxpayer ID Number, check the highlighted box.

Please indicate the type of number:

Social Security Number Taxpayer Identification Number

By providing my Social Security Number (or Taxpayer Identification Number) below, or indicating that I do not have a Social Security Number, I agree to the [Privacy Policy](#).

Your Social Security Number must be accurate to ensure the integrity of your permanent record and to avoid potential penalties imposed by the Internal Revenue Service.

Social Security Number or Taxpayer Identification Number

Repeat Social Security Number or Taxpayer Identification Number

Check this box if you do not have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time. International students, nonresident aliens, and other [exceptions](#), may not have a Social Security Number (or Taxpayer Identification Number) and should indicate this.

I am an international student, nonresident alien, or other exception, and I do not have a Social Security Number or Taxpayer Identification Number. Check this box if you are an international student, or other legitimate exception, and not required to have a Social Security Number or Taxpayer Identification Number.

STEP 6: Enter your email address and confirm. Click **“Continue”**

Email

An email address is required for important messages, including information about your application.

Email Address

Repeat Email Address

STEP 7: Enter your phone number if you wish to have text messaging updates.

STEP 8: Enter your current address. Click **“Continue”**

Permanent Address

My permanent address is outside the United States.

I have no permanent address because I am currently homeless.

International, F1, M1, or J1 visa students MUST provide a permanent address.

Street Address

City

State

ZIP Code

STEP 8: Enter a username and password. Click **“Continue”**

To enable you to sign in later, you must choose a unique username for your account.

Username

The Username you entered is available.
Minimum 6 characters (letters, numbers, special characters)

Password

7 to 20 characters (letters and at least one number)

Repeat Password

STEP 9: Create a 4-digit security pin and confirm. Answer three security questions and enter their corresponding answers. Review information and submit your application.

Congrats! You may now continue to the application.

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Your CCCID is: AAB9023

Next Step

Continue to a Secure CCC Application

[Continue](#)

NC CCCApply Application Completion Guide

STEP 1: After creating your account, you may begin the application process by clicking on **“Continue”**

STEP 2: By using the drop-down menu, enter the term you are applying for, your educational goal, and the intended program of study. Click **“Continue”**

Enrollment Information

Term Applying For
Summer and Fall 2019 (09/03/2019 to 12/18/2019)

Educational Goal
Improve basic skills

Intended Major or Program of Study
-- Select --

STEP 3: Check the appropriate box or enter your current mailing address. Click **“Continue”**

Current Mailing Address

- My mailing address is the same as the Permanent Address in my OpenCCC Account above
 My current mailing address is outside the United States

Street Address

Include apartment number or suite

City

State
- Select State -
ZIP Code

Save

STEP 4: Using the drop-down menu, answer all questions about your college and high school enrollment. Click **“Continue”**

Education

College Enrollment Status

As of 09/02/2019, I will have the following college enrollment status:

First-time student in college (after leaving high school)

High School Education

High school education level as of 09/02/2019

Received high school diploma from U.S. school

High school completion date
Month: June Day: 1 Year: 1998

- Yes No Did you receive your diploma, GED, or certificate in California?
 Yes No Have you attended high school in California for three or more years?

Last High School Attended

- I attended high school.
 I was homeschooled in a registered homeschool organization.
 I was independently homeschooled.
 I did not attend high school and was not homeschooled.

Country: United States of America (the)
State: California

Enter the name or city of your high school or homeschool organization. Then make a selection from the list.

Glendale High, Glendale

[Change](#)

School or Organization: Glendale High
City: Glendale

STEP 5: Answer the questions under this section. Answer **“No”** under Athletic Interest. Click **“Continue”**

Athletic Interest

Are you interested in participating in a sport while attending college?

(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)

- Yes, I am interested in one or more sports, including the possibility of playing on an intercollegiate team.
 Yes, I am interested in intramural or club sports, but not in playing on an intercollegiate team.
 No, I am not interested in participating in a sport (beyond taking P.E. classes).

STEP 6: Enter the educational levels of both your parents. Click **“Continue”**

Parent/Guardian Educational Levels

Regardless of your age, please indicate the education levels of the parents and/or guardians who raised you.

Parent or Guardian 1
High school graduate (diploma, GED, or equivalent)

Parent or Guardian 2
High school graduate (diploma, GED, or equivalent)

STEP 8: Review your responses to ensure accuracy. Select and check the consent questions and click **“Submit My Application”**

Confirmation

Your application for admission has been submitted to Glendale Comm

Name	John Smith
CCCID	AAB9023
College Applied to	Glendale Community College
Term Applied for	Summer and Fall 2019
Email Address	John.Smith.2019@gmail.com
Submission Date & Time	08/20/2019 9:30:40 AM
Confirmation Number	24585

Remember your info!

Username: _____

Password: _____

4-Digit Pin: _____

Confirmation Number: _____