NC CCCApply Account Creation Guide

STEP 1: Open your internet browser and go to **www.glendale.edu/ce** and click on this icon

APPLY to Noncredit
Steps to applying to
Continuing Education.

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 ~

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, Op

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	John	
	☐ 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	Smith	
Suffix	None ▼	
○ 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
Policy.

Your Social Security Number must be accurate to ensure the integrity of your permanent record and to avoid potential penalties imp

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 ti
International students, nonresident aliens, and other _exceptions_ , may not have a Social Security Number (or Taxpayer Identification Number) and should

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

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

Email

An email address is required for important messages, including inforn

Email Address	John.Smith.2019@gmail.c
Repeat Email Address	John.Smith.2019@gmail.c

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	1122 East Garfield Ave.
	Include apartment number or suite
City	Glendale
State	California ▼
ZIP Code	91205

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	John.Smith.2019
	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]