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 OpenCC will use email to send you important information. You will need to:

- Google Email
- Yahoo Email
- Microsoft Outlook
- Other Providers

Notes: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC keeps all information secure and private as explained in the Privacy Policy. By creating an OpenCCC account, you are

**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**

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>First Name</th>
<th>John</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name</td>
<td>[ ] Check this box if you do not have a middle name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Smith</td>
<td></td>
</tr>
<tr>
<td>Suffix</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

**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.

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

**Email**

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

- Email Address: John.Smith.2019@gmail.com
- Repeat Email Address: John.Smith.2019@gmail.com

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

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

**STEP 9:** 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: [Redacted]

Repeat Password: [Redacted]

**STEP 10:** 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.
**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”.

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

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

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

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

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

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**Remember your info!**

Username: ______________________

Password: ________________

4-Digit Pin: ________________

Confirmation Number: ______________________