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:

Free email accounts are available from many sources:

- 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, OpnCCC allows you to access California Community Colleges secure web applications.

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

Middle Name

Check this box if you do not have a first name

Last Name

Check this box if you do not have a middle name

Suffix

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?

Yes

No

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

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

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

Password

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.