Step-by-Step Guide: Creating an OpenCCC Account

1. Visit “skylinecollege.edu/admissions/apply.php” and select “Click Here” under “New Students”.

2. Select “Click Here” under “First Time Attending”.

Apply to Skyline College

New Students
You have never attended Skyline College, Cañada College or CSM before.

Click Here

Returning Students
You have attended Skyline College, Cañada College or CSM before and need to reapply.

Click Here

International Students
You live outside of the U.S. and want to attend Skyline College.

Click Here

High School Students
You’re in high school and want to take classes for high school and/or college credit.

Click Here

Apply As A New Student

First Time Attending
You have never attended Skyline College, Cañada College or CSM before and are seeking a Degree/Certificate or want to Transfer.

Click Here

Non-Degree Seeking
You want to take classes for personal enrichment, or you are a student at a 4-year institution taking classes for a B.S. or B.A.

Click Here

Incoming Transfer
You attended college before but are new to this District (Skyline College, Cañada College, CSM).

Click Here

Veterans
You are a Veteran or are Military Affiliated (reservists, active duty, dependents) and want to attend Skyline College.

Click Here
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3. Under “1. Apply Online”, Select “Apply Online”.

4. **OPENCCC Website**: If you have previously applied to the Skyline College (took classes in a previous semester or through Concurrent Enrollment), use your existing credentials to “Sign In” or retrieve your username and password by clicking “Forgot?”. (Once logged in, continue with the steps on the “Skyline College Admissions Application”.

**First Time Applying?**
If this is your first time applying to Skyline College, click “Create an Account” and continue to step #5.
5. Click “Begin Creating My Account”.

6. **Create Account (Page 1):** Answer the questions with your information. Make sure your responses are correctly typed in and accurate.

   *Social Security Number:* If you have a Social Security Number, don’t forget to list it. If not, or don’t have it with you at this time, check the box indicating you “Do not have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time” and click “Continue.”

   *If you are an international student, nonresident alien, or other exception, and do not have a Social Security Number or Taxpayer Identification Number, make sure to also check the second box.*

7. **Create Account (Page 2):** Add your personal email address, phone number and permanent mailing address. Click “Continue.”

8. **Create Account (Page 3):** Create a **Username**, **Password** and **Pin** that you will remember to access this account. Create **Security Questions** to also help you access your login information if you forget them in the future.
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9. Check the “I'm not a robot” box and then click on “Create My Account”.

At this point, you have now created an account with the California Community Colleges portal. All future community college applications within California will be submitted through this account using the same credentials you recently created.

**BIG TIP**: Save your CCCID, username, password and pin!

Continue onto Pt. 2 - Applying to Skyline College: Submitting Skyline College’s Admissions Application
# Step-by-Step Guide: Creating an OpenCCC Account

## Applying to Skyline College

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<thead>
<tr>
<th><strong>Name:</strong></th>
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### Email Information

<table>
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<th><strong>Email:</strong></th>
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<tbody>
<tr>
<td><strong>Password:</strong></td>
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### CCC Apply Information

<table>
<thead>
<tr>
<th><strong>Username:</strong></th>
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<tbody>
<tr>
<td><strong>Password:</strong></td>
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<tr>
<td><strong>Security Pin:</strong></td>
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<tr>
<td><strong>CCCID:</strong></td>
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### CCC Apply Security Questions

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<th><strong>Q1:</strong></th>
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<tr>
<td><strong>Q2:</strong></td>
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<td><strong>Q3:</strong></td>
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### WebSmart Information

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<th><strong>G Number:</strong></th>
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<tbody>
<tr>
<td><strong>Password:</strong> (Your MMDDYY)</td>
<td></td>
</tr>
<tr>
<td><strong>SMCCD Email Address:</strong></td>
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<td><strong>SMCCD Password:</strong></td>
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