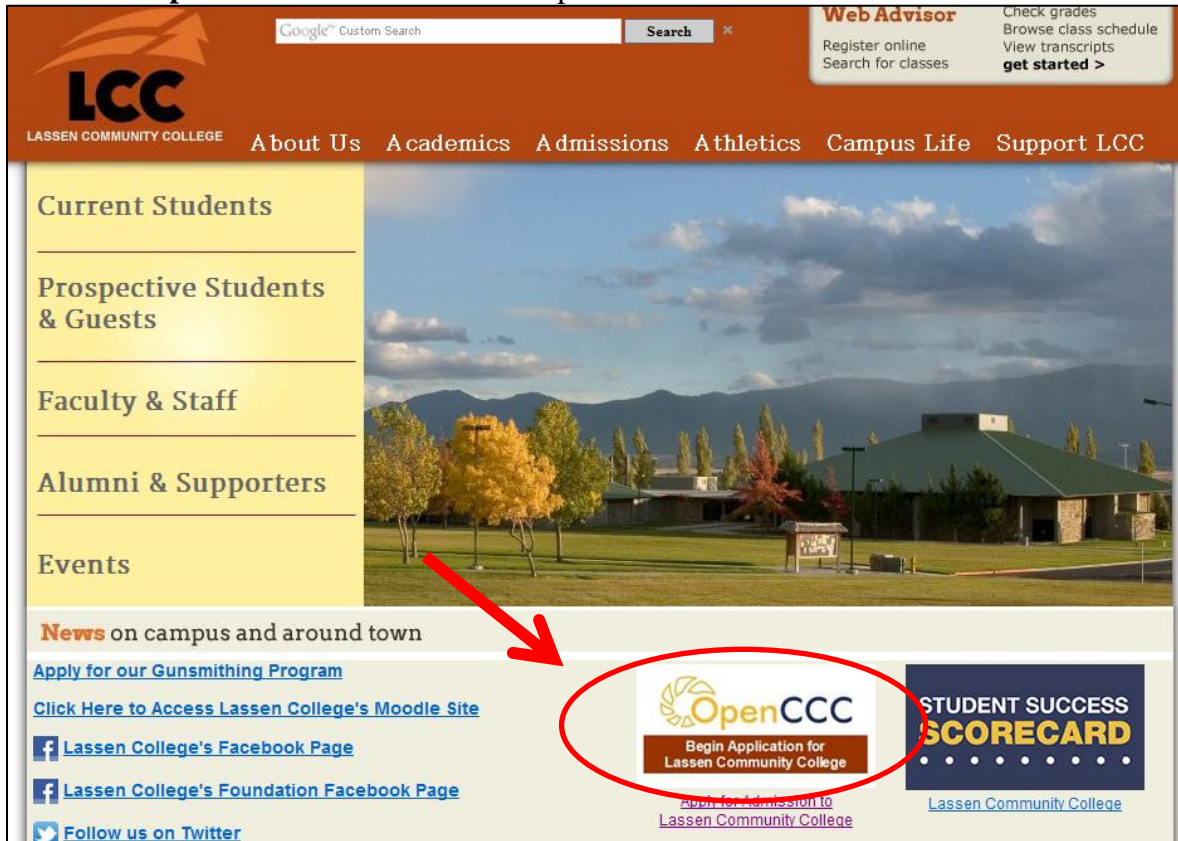
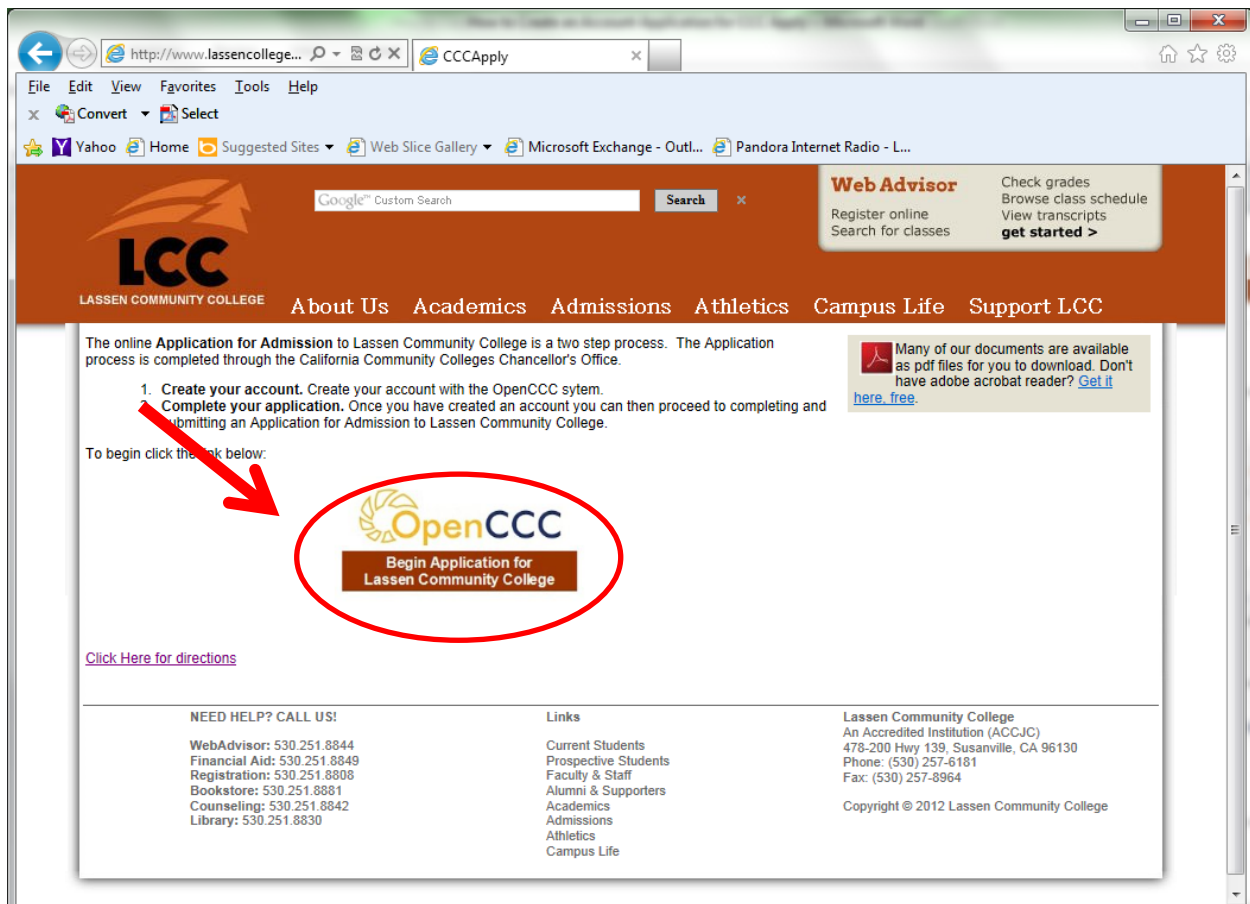


How to Create an Account for CCC Apply

1. Go to www.lassencollege.edu once you open Internet Explorer.
2. Click on the **Open CCC** box underneath the picture scroll:



3. Click on the **Open CCC** box once again.



4. Click on Create an Account

Application to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.

[Create an Account or](#) [Sign In](#)

Note: OpenCCC is a new systemwide account. Accounts from our previous application system are not available. Please create an account if you have not already done so.

OpenCCC is a service of the
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

5. Click on Begin Creating My Account and fill out the boxes with your information.

OpenCCC Welcome

Sign In
[Create a new 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 an email account.

Free email accounts are available from many sources:

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

Note: While all of the providers listed above have millions of users and are widely trusted to be reliable and secure, OpenCCC and the CCC Chancellor's Office are not liable should any issues arise with a particular email provider.

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

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

OpenCCC is a service of the
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Welcome | [Create Account](#) | [Recover Account](#) | [Terms of Use](#) | [Privacy Policy](#) | [Help](#)

6. You **MUST** put your physical address here. There will be a step later on for mailing address.

Permanent Address

My permanent address is outside the United States

Street Address

include apartment/suite number

City

State

ZIP Code

[Continue](#) or [Cancel](#)




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Copyright 2012 by California Community Colleges Chancellor's Office

7. Here you will create a username and password that you can **EASILY REMEMBER**



Welcome

[Sign In](#)

[Create a new account](#)

Create Account

Security and Credentials: Page 3 of 3

Username and Password

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

Username
Minimum 6 characters (letters, numbers, special characters)

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

Repeat Password

- Be sure to record your username and password for later use.
- Please do not share your account with others, even family members.

8. Once you create your account you will hit the **Continue** Button and be taken to the **Sign In** page. Sign in with your newly created Username and password.

Sign in



To continue to a California Community College secure web application, please sign in or create a new account.

Username:

[I forgot my username](#)

Password:

[I forgot my password](#)

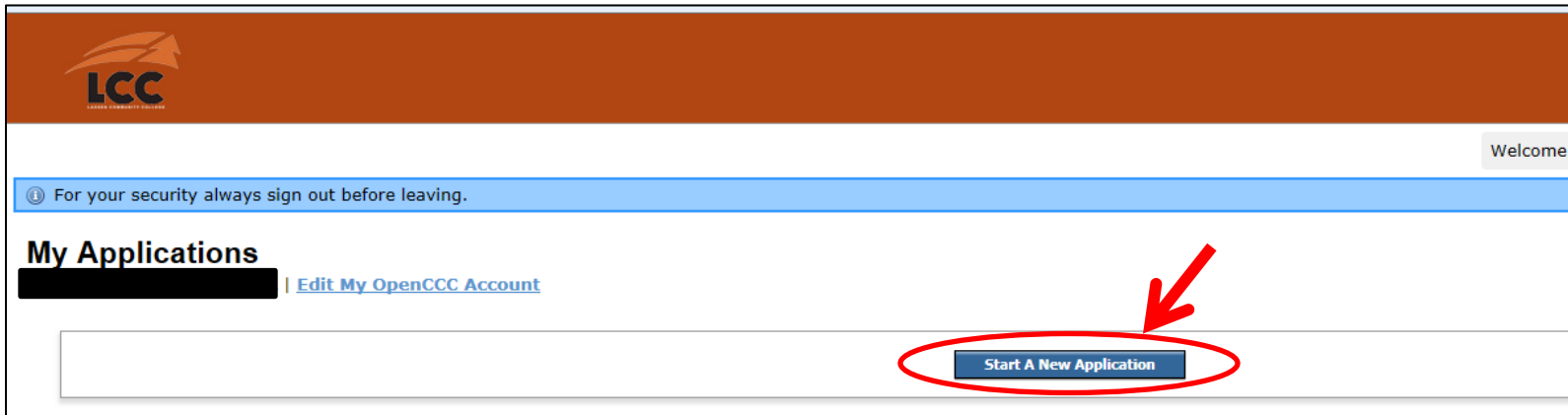
[Create a New Account](#)

[Help](#) [Privacy Policy](#)

 OpenCCC is a service of the
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

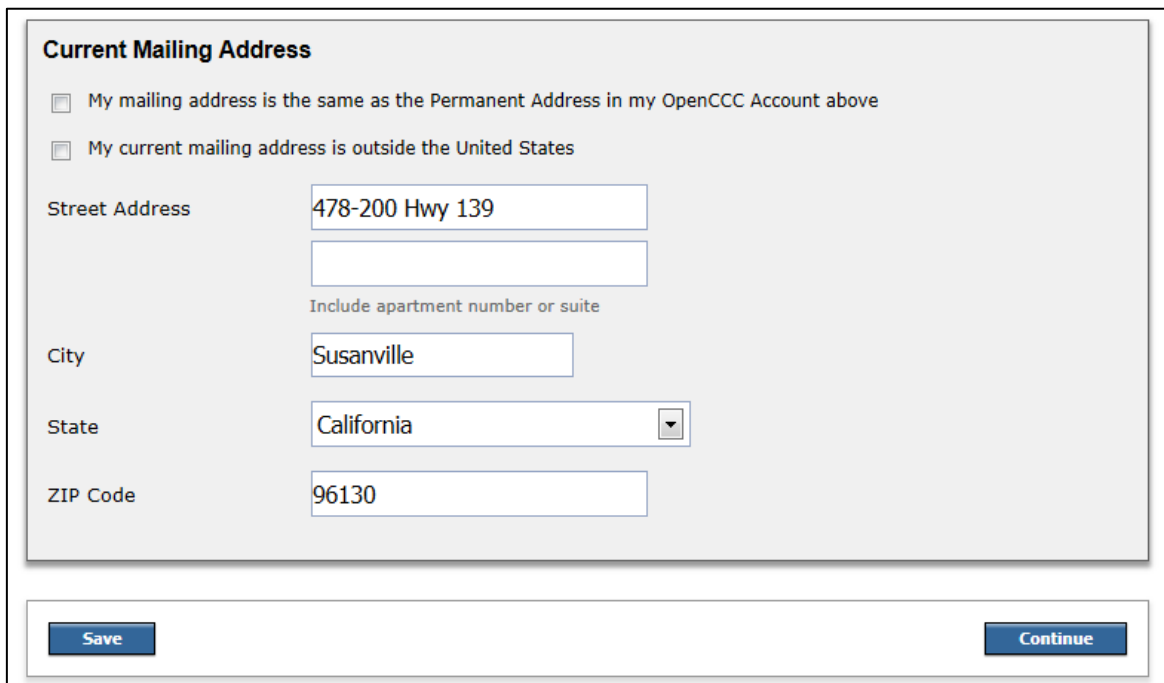
How to Start a New Application

1. Once you've signed in you will be taken to this page. Click on **Start A New Application**



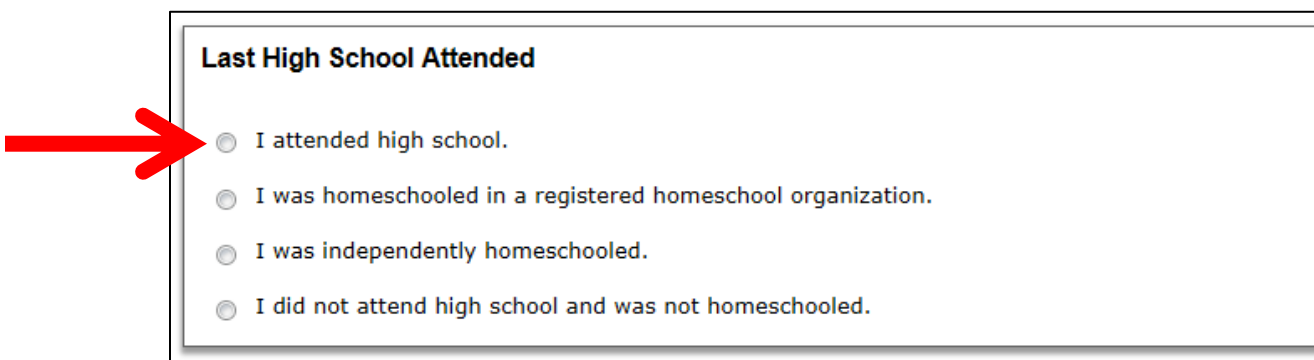
The screenshot shows the LCC user dashboard. At the top left is the LCC logo. A blue banner at the top contains the text "For your security always sign out before leaving." Below this is the "My Applications" section with a user name and a link to "Edit My OpenCCC Account". At the bottom right, a blue button labeled "Start A New Application" is circled in red, with a red arrow pointing to it.

2. Under the **Account/Mailing Information** tab you will see your information and at the bottom 'Current Mailing Address.' This is where you will put whether or not your mailing address is the same as your physical address or a PO Box.



The screenshot shows the "Current Mailing Address" form. It has two checkboxes: "My mailing address is the same as the Permanent Address in my OpenCCC Account above" and "My current mailing address is outside the United States". Below these are input fields for "Street Address" (containing "478-200 Hwy 139"), "City" (containing "Susanville"), "State" (a dropdown menu set to "California"), and "ZIP Code" (containing "96130"). At the bottom are "Save" and "Continue" buttons.

NOTE: If you attended a charter school, ex. Westwood Charter, you will click the '**I attended high school**' option. You will only need to click the second or third option if you were taught at home by your parents.



The screenshot shows the "Last High School Attended" form. It has four radio button options: "I attended high school.", "I was homeschooled in a registered homeschool organization.", "I was independently homeschooled.", and "I did not attend high school and was not homeschooled." A red arrow points to the first option.

3. At the end of the application you will see ‘**Submitting Your Application.**’ Click on the **Submit My Application** button to submit your application to the college.

Welcome

Submission

Submitting Your Application

You are about to submit your application to Lassen Community College. NO CHANGES can be made to your application once it is submitted.

California state law[™] allows you to submit your application and residency information online with an electronic signature verification. Your completion of this electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

* Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

By Checking here, I, [REDACTED], declare that:

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Lassen Community College.

By Checking here, I, [REDACTED], acknowledge understanding that:

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. The total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available in the financial aid office at the college.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information on college websites.

Submit My Application

Introduction

Enrollment Information ✓

Account/Mailing Information ✓

Personal Information ✓

Education ✓

Citizenship/Military ✓

Residency ✓

Needs & Interests ✓

Supplemental Questions ✓

Consent ✓

Review Application ✓

Submission >

4. **Congratulations!** You have successfully completed and submitted your application to Lassen Community College! You will be taken to a confirmation screen where you will be given your CCCID, submission date & time, as well as your confirmation number.

LCC

Welcome

Confirmation

Your application for admission has been submitted to Lassen Community College. Thank you.

Name	[REDACTED]
CCCID	AAJ0411
College Applied to	Lassen Community College
Term Applied for	Spring 2014
Email Address	[REDACTED]
Submission Date & Time	11/22/2013 3:33:48 PM
Confirmation Number	166484