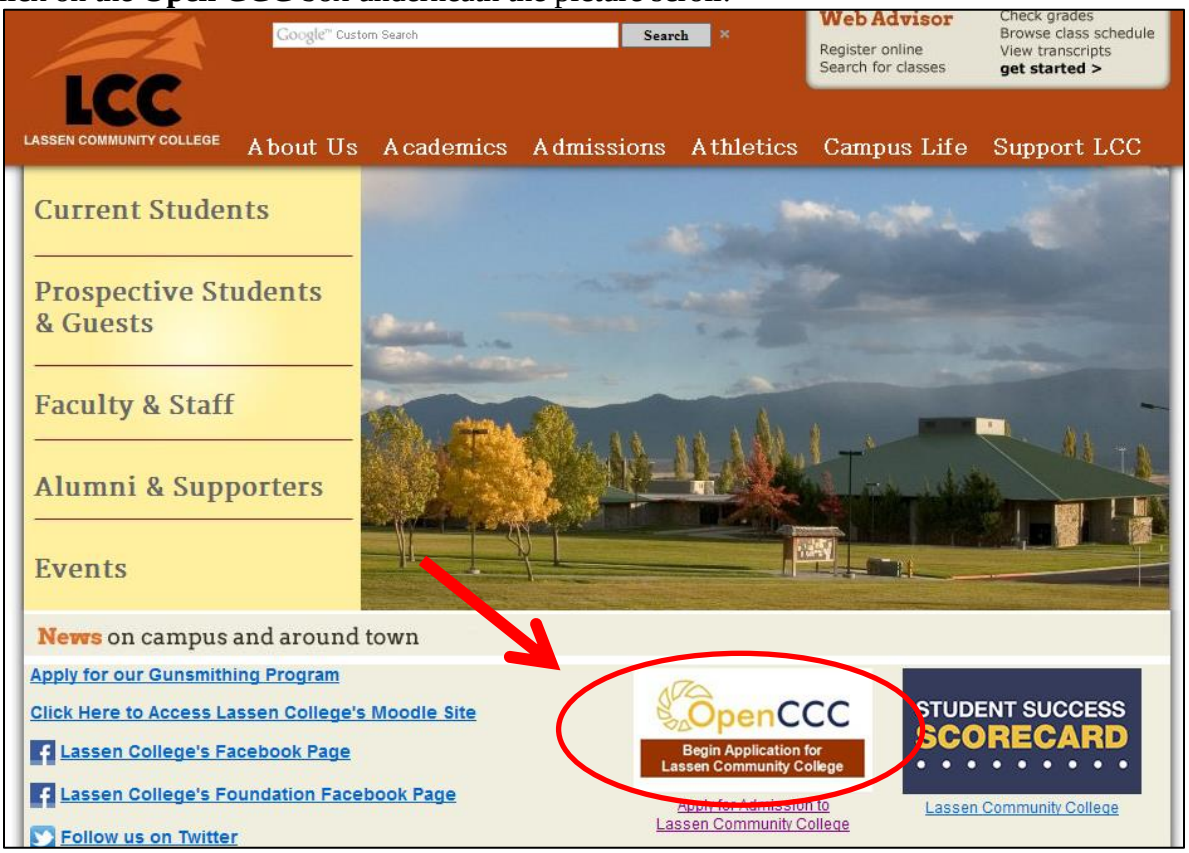
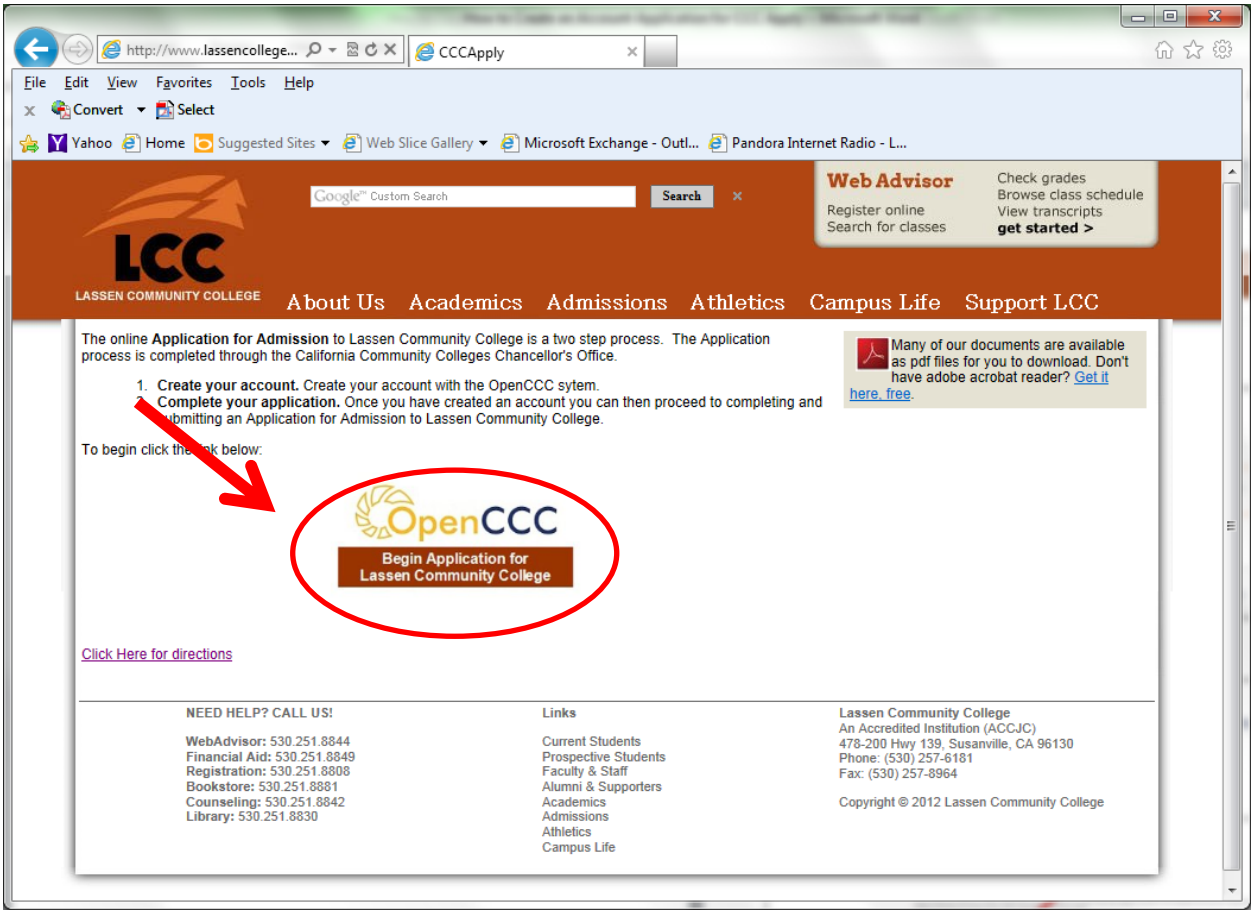
How to Create an Account for CCC Apply

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.

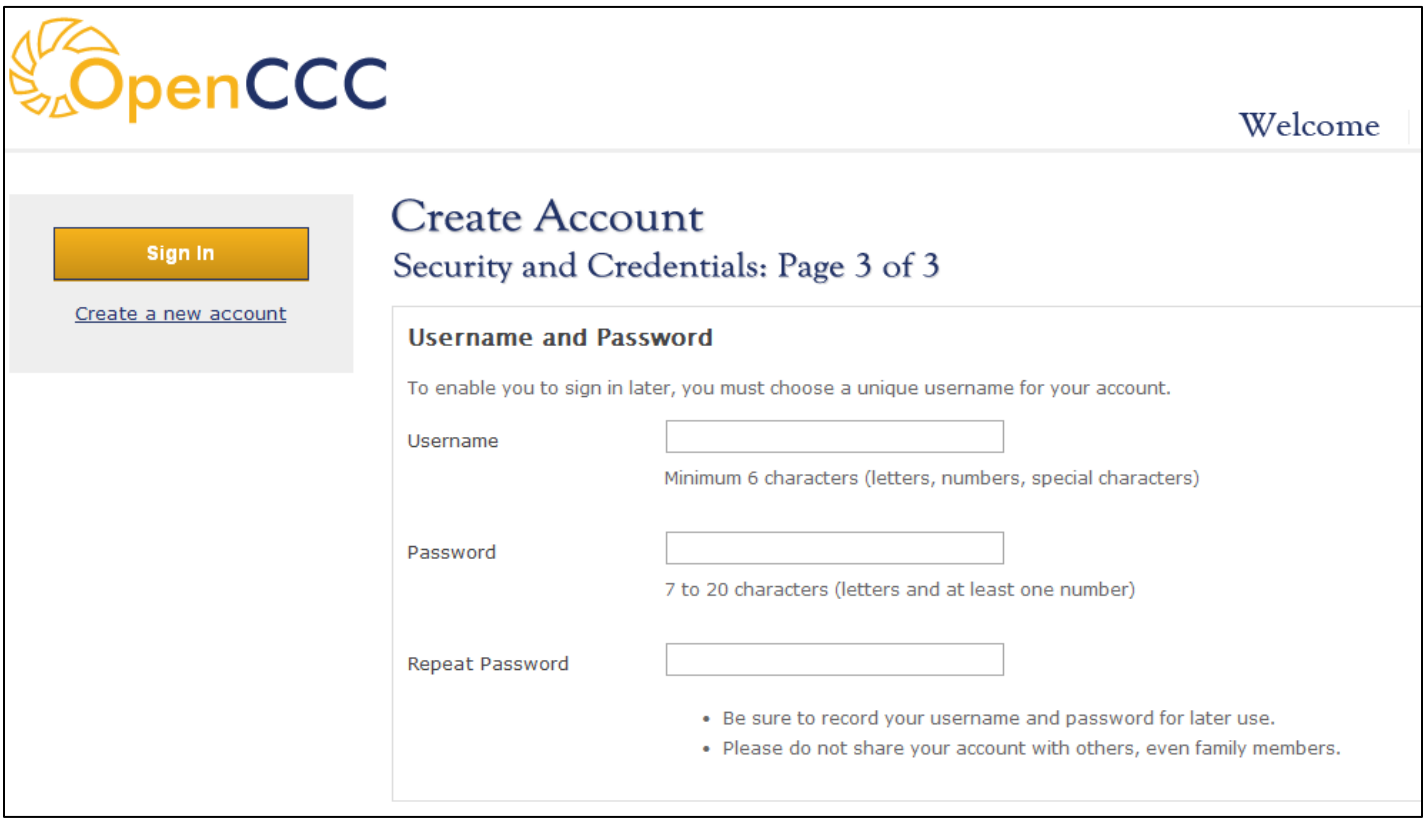


4. Click on **Create an Account**

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

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

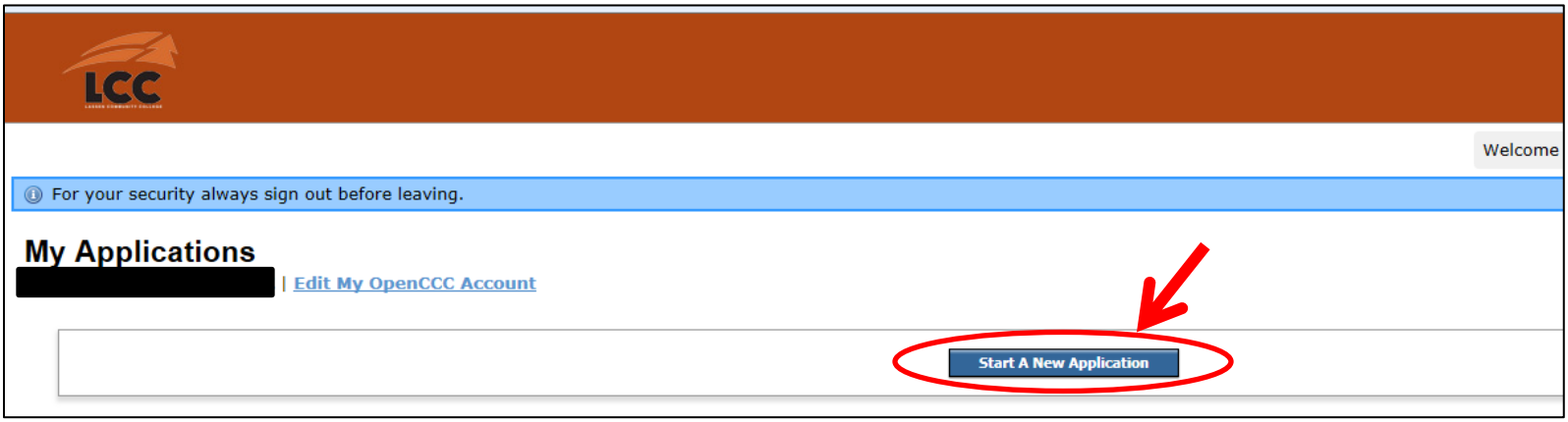
7. Here you will create a username and password that you can **EASILY REMEMBER**



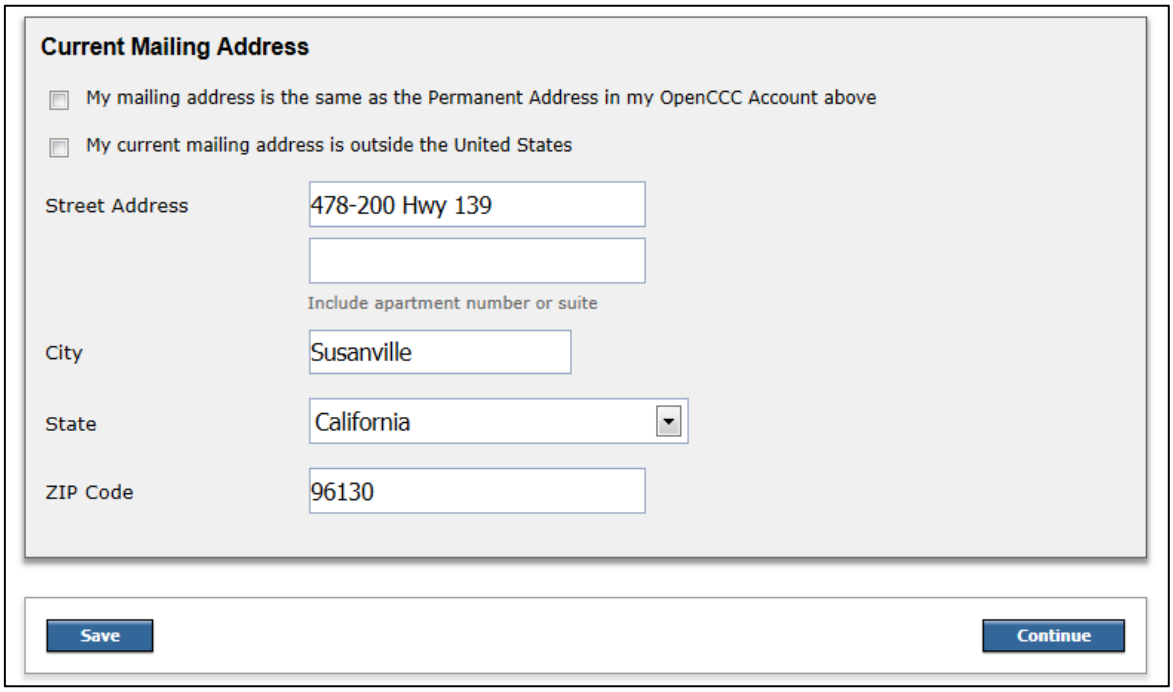
8. Once you create your account you will hit the **<u>Continue</u>** Button and be taken to the **Sign In** page. Sign in with your newly created Username and password.

How to Start a New Application

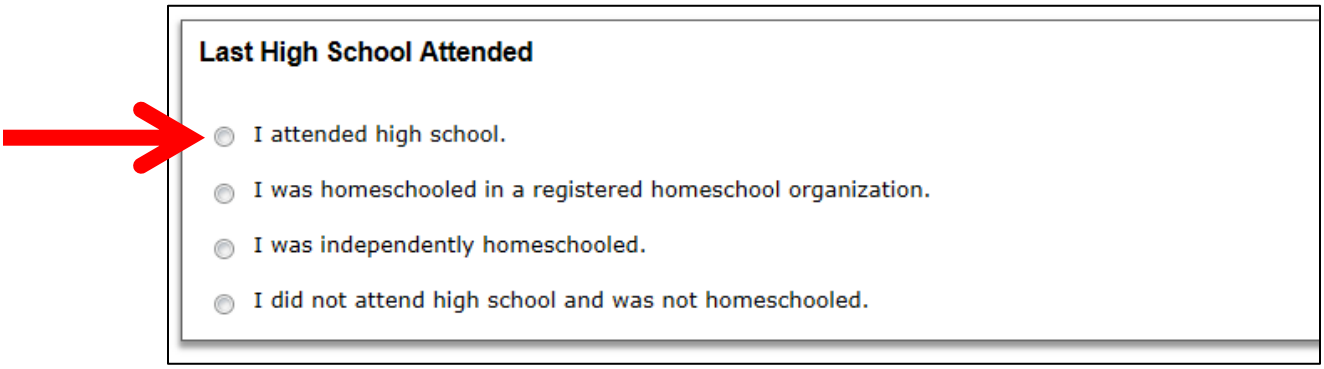
1. Once you've signed in you will be taken to this page. Click on **Start A New Application**



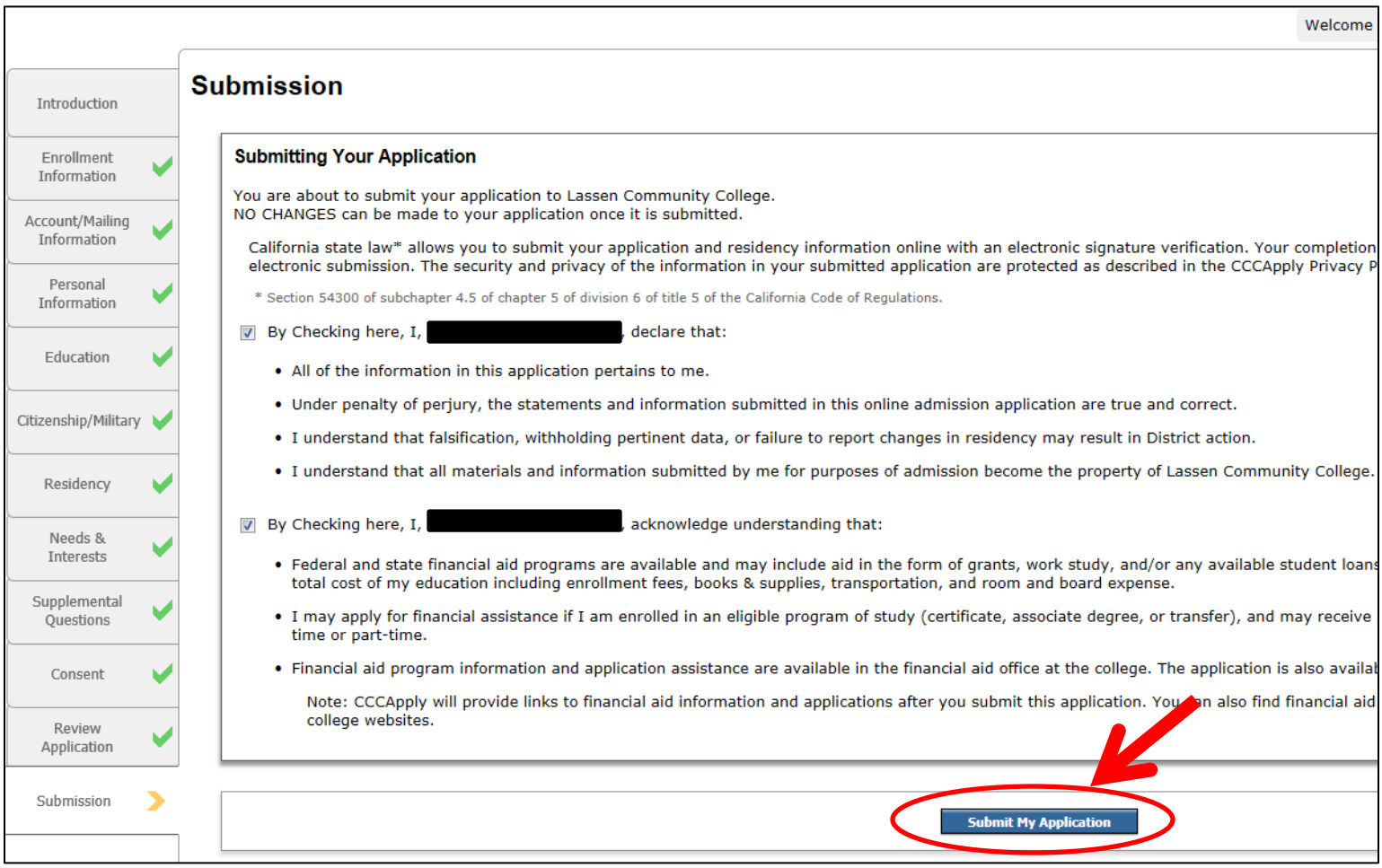
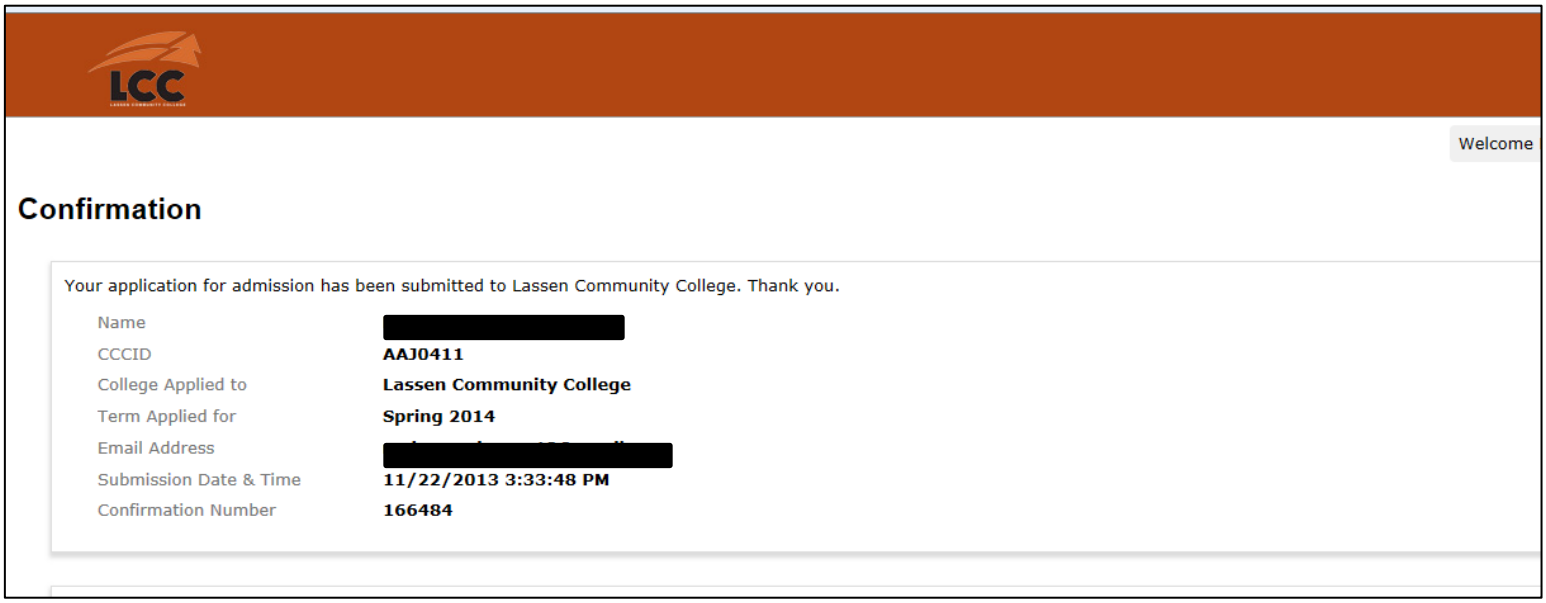
2. Under the **Account/Mailing Information** tab you will see your information and at the bottom **'Current Mailing Address.'** This is where you will put whether or not your mailing address is the same as your physical address or a PO Box.



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.



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.



4. **Congratulations!** You have successfully completed and submitted your application to Lassen 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.