1. **All community college students must first create OpenCCC 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.
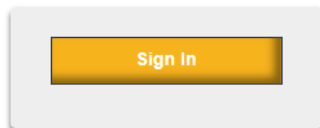
Click "Create an Account" for first-time users

Create an Account or **Sign In**

2. **Begin Creating Account**

OpenCCC   Welcome | Create Account

Sign In

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 provide an email address

Free email accounts are available from many sources:

- Google Gmail
- Yahoo Email
- Microsoft Outlook
- 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 do not endorse any particular email provic 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 of the Privacy Policy.

Click "Begin Creating My Account"

Begin Creating My Account or Return to Sign In

3.   Complete all information (go through all 3 pages)

Create Account
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

☐ Check this box if you do not have a first name

Middle Name

☐ Check this box if you do not have a middle name

Last Name

Suffix   None ▾

○ Yes   ○ No   Do you have a previous name (such as a maiden name)?

Date of Birth

Complete all information fields and click **Continue** at end of Page 1 of 3.

Create Account
Contact Information: Page 2 of 3

Email

An email address is required for important messages, including information about college admission and registration. Please

Email Address

Repeat Email Address

Telephone

Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancelations, messages on your phone(s), please check the appropriate box(es).

Complete all information fields and click   **Continue**   at end of Page 2 of 3.

Sign In

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)

Don't forget to write down your username and password so you have it for future use!

Repeat Password

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

Security PIN

For additional security, please create a 4-digit Personal Identification Number (PIN) for your account. Enter your PIN twice to make sure you type it correctly.

PIN

Complete all information fields.

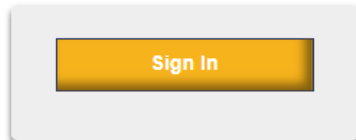Enter word or numbers as shown in the picture.

7 5 2 3

Enter the words above:

ReCAPTCHA™
stop spam.
read books.

Privacy & Terms

Click [Create My Account] or Cancel at end of Page 3 of 3.

4. Your OpenCCC account has now been created. YOU MUST CONTINUE IN ORDER TO COMPLETE AND SUBMIT YOUR APPLICATION

OpenCCC

Welcome | Create Account

Sign In

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Next Step

Continue to a Secure CCC Application

Continue

Click "Continue" to go on to complete your application for WCC.

5. Start a New Application

WOODLAND COMMUNITY COLLEGE

Welcome | Sign Out | My Applications | Hel

ⓘ For your security always sign out before leaving.

My Applications

| Edit My OpenCCC Account

Cambiar A Español

Start A New Application

Click "Start a New Application"

6. Read over instructions on how to navigate the application pages and Start Application

WOODLAND COMMUNITY COLLEGE

Introduction ➤
Enrollment Information
Account/Mailing Information
Personal Information
Education
Citizenship/Military
Residency
Needs & Interests
Consent
Review Application
Submission

Introduction

Welcome to the Application for Admission to College.
Please take a moment to review the information below before starting your application.

[Start Application]

After reviewing instructions, click to start application.

Help Using this Application

Tabs
Click on the tabs to navigate between pages. Your data is saved when you leave a page.
Some tabs may not be accessible until a previous page is complete.
Status Indicators:
➤ Current Page   ☺ Incomplete   ✔ Verified and Complete

Page Buttons

[Save]   Save your page data (no verification)

[Continue]   Save, verify page, and continue to next page

Help
Hover the mouse pointer over fields and links to reveal help if available.
Click Help in the upper right corner for support.

Review Application
When all pages are complete, review your answers then click the confirmation button at the bottom.
Click Save as PDF to print or save your application.

Submit Application
You cannot make changes to your application once it is submitted.
Contact admissions at the college if you need to make a change.

My Applications
Lists your In Progress and Submitted Applications.

Read instructions on how to complete, save, review, and submit your application.

7. **Complete information on all tabs for application**

Enrollment Information

Introduction

Enrollment Information ❯

Account/Mailing Information

Personal Information

Education

Citizenship/Military

Residency

Needs & Interests

Consent

Review Application

Submission

Welcome   Sign Out | My Appli

Enrollment Information

Enrollment Information for Woodland Community College

Term Applying For

-- Select --

Intended Major or Program of Study

-- Select --

Educational Goal

-- Select --

Save

Complete information and go through each tab.

Some tabs may not be accessible until a previous page is completed.

Enrollment Information for Woodland Community College

Term Applying For

-- Select --

Click ☑ to select from drop-down menus.

Intended Major or Program of Study

-- Select --

Educational Goal

-- Select --

Save | Click either "Save" or "Continue" at the end of each tab. | Continue

8. **Review and Submit Application**

| Consent |
| Review Application |
| Submission |

Review Application
When all pages are complete, review your answers then click the confirmation button at the bottom.
Click **Save as PDF** to print or save your application.

Submit Application
You cannot make changes to your application once it is submitted.
Contact admissions at the college if you need to make a change.

My Applications
Lists your In Progress and Submitted Applications.
    View Application - View, print, or save your application on your personal computer
    View Links & Opps - View special links and opportunities

Resume an In Progress Application
    Goto to the **My Applications** page by either:
       • Returning to the college's website to apply. - **OR** -
       • Selecting the college and clicking Apply from CCCApply.org.
    Then, Click the **Resume** button to continue your application.

TIP: You are able to begin your application and return at a later time to complete and submit. Save all your information and then Sign out. You can later resume your application by going back to WCC Apply Now page and clicking on Step 1 "Apply online at OpenCC" link.

Click [Sign In] and enter your Username and Password for your OpenCCC account.

Once you sign in, you will be able to see any applications you have in progress.

Click [Resume] next to the application you want to complete.

9. **Return to WCC APPLY NOW and complete Steps 2-5 for the New Student Registration Process. See you next semester!!**