

CCD's Guide To Access Your Student Account

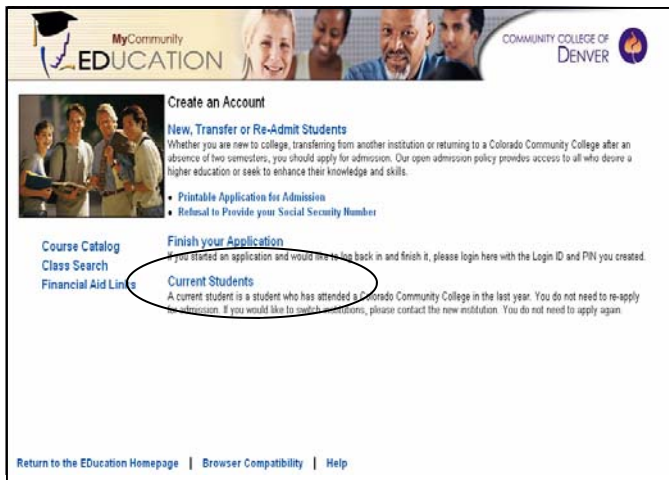


Log-in Instructions

To access your student account go to:
<http://www.CCD.edu>

Go to **Links**

Click on “**MyCommunity Education**”



Click on:
Current Students

Enter your Student ID “S” number in the User ID Field


- “S” must be in upper case when logging in, after the S everything is a number.
- Your Student Id number can be obtained from Enrollment Services, Case Manager, or Academic Advisor.
- Your Social Security Number cannot be used in place of your Student Id number

Enter Your PIN (6 digits)


- The first time your student account is accessed, your PIN is your birthdate (MMDDYY)
- Your student PIN is not the PIN you may have from the U.S. Dept. of Education.
- If you have forgotten you PIN, click on FORGOT PIN. You will be prompted with a security question to retrieve your PIN.



Click: **Login**



Login Verification Change PIN

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:


Re-enter new PIN:

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First Time Users

PINS are set to expire, so you will need to enter a new pin the first time you login into your student account.


- You will be automatically directed to the “update Your PIN” page to create a new 6 digit PIN. Your Pin can be letters or a combination of letters and numbers.
- You can also update your PIN any time you need to in your Personal Information tab.



Personal Information Student Financial Aid

Search

View or Update Security Question and Answer

 Please enter your new Security Question and Answer, then Submit Changes.

Old Question:


Old Answer:

New Question:

New Answer:

After resetting your PIN, you will be asked to enter a security question.

- Create a question that you will remember the answer.
- If you forget your Pin, you would click “Forgot PIN” on the login page and the security question page would display and if you can’t remember your security question contact Enrollment Services to re-set your PIN back to your birthdate (MMDDYY) format.



Personal Information Student Financial Aid

Search

Main Menu

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Personal Information Menu
Your Profile, View or Update Your Account and Contact Information, Name and SSN Change Information

Student Menu
Application Menu, Registration Menu, Student Records Menu, Week at a Glance and View Detailed Student Schedule (by term)

Financial Aid Menu
Award Menu, Eligibility Menu and Financial Aid Links

[Glossary of Terms](#)

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Main Menu

From the Main Menu you will be able to access your:

Personal Information

- Address, telephone number, email address, emergency contacts, name, and SSN changes

Student Information

- Registration, Authorize COF, grades, transcripts, class schedule.

Financial Aid Information

- Outstanding documents and financial aid award

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Personal Information Student Financial Aid |

Search Go

Personal Information Menu

- Your Profile
- Update Your PIN
- View or Update Security Question and Answer
- View or Update Addresses and Phones
- View or Update E-Mail Addresses
- View or Update Emergency Contacts
- Name and Social Security Number Change Information

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“Personal Information” Menu

Choose the Personal Information tab to:

- Change your PIN and Security Question/ Answer prompt
- Update your contact information (address, telephone, email)
- Update your emergency contact information
- Get information on updating your name and social security number on your student records. An example would be marriage and needing to update your records.

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Personal Information Student Financial Aid Faculty & Advisor

Search Go RETURN TO MAIN MENU SITE MAP HELP EXIT

Student Menu

- Application Menu**
Create a New Application, Update Applications in Progress, View Submitted Applications and View Processed Applications
- Registration Menu**
Register, Select Term, Add or Drop Classes, Look Up Classes, Week at a Glance, View Detailed Student Schedule, Billing Statement, Withdrawal Information, Registration Status at your Home Institution, Active Registration, Registration History and College Opportunity Fund (COF) History
- Student Records Menu**
View Holds, Midterm Grades, Final Grades, Advising Transcript, Unofficial Transcript, Official Transcript Request, View Status of Official Transcript Requests, Billing Statement, Select Tax Year, Course Catalog, Class Schedule and Student Information
- Week At A Glance**
View Detailed Student Schedule (by term)

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“Student” Menu

Choose the Student tab to:

- Register, add/drop and withdraw classes
- Authorize COF each semester
- Pay your bill by credit card
- Obtain withdrawal information
- View registration holds
- Access your grades and transcripts
- View your class schedule

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Personal Information Student Financial Aid Faculty & Advisor

Search Go RETURN TO MAIN MENU SITE MAP HELP EXIT

Financial Aid Menu

- Award Menu**
Billing Statement, Award for Aid Year, Accept Award Offers and Award Payment Schedule
- Eligibility Menu**
Review Document Requirements
- Financial Aid Links**
Federal Aid Application or Renewal Application (FAFSA), Student Loan Online™, National Student Loan Data System (NSLDS), General Scholarship Search Tools, Government Services, General Financial Aid Information, and Department of Education Information

RELEASE: 7.0 MC:1.0.1 COLORADO COMMUNITY COLLEGE SYSTEM

“Financial Aid” Menu

Choose the Financial Aid tab to:

- Review your billing statement
- Check your financial aid award
- Accept award offers
- View your award payment schedule
- Review documents required
- Access Student Loan Online
- See additional financial aid resources