

# CREATE OPEN CCC ACCOUNT

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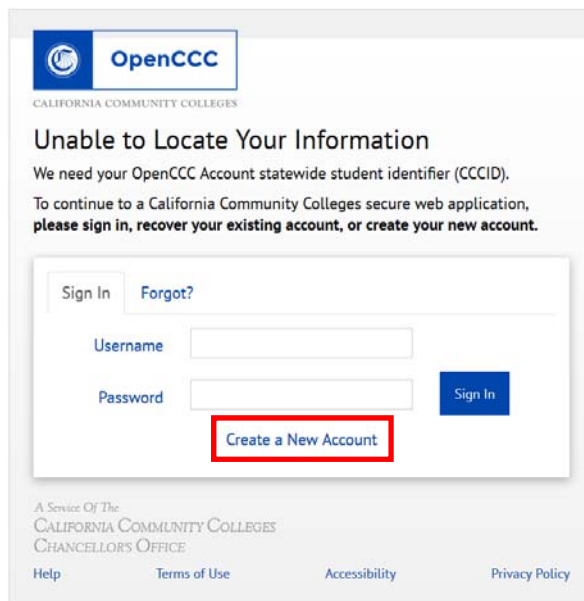
**Users must have an Open CCC Account in order to log into Canvas.** Any user that recently applied to the College will have an Open CCC Account. If a user has never applied or applied more than 3 years ago to any California Community College, then the user will need to create an Open CCC Account. **Users will only need to complete the Open CCC Account Creation one (1) time.** **If an Open CCC Account already exists, it will need to be Recovered (instructions at the end of this document).**

## ACCESS CANVAS

- In either a Firefox or Chrome browser window, type or copy / paste the following URL:  
<https://rsccd.instructure.com>
- Log on using your **Web Advisor User ID / Password**.

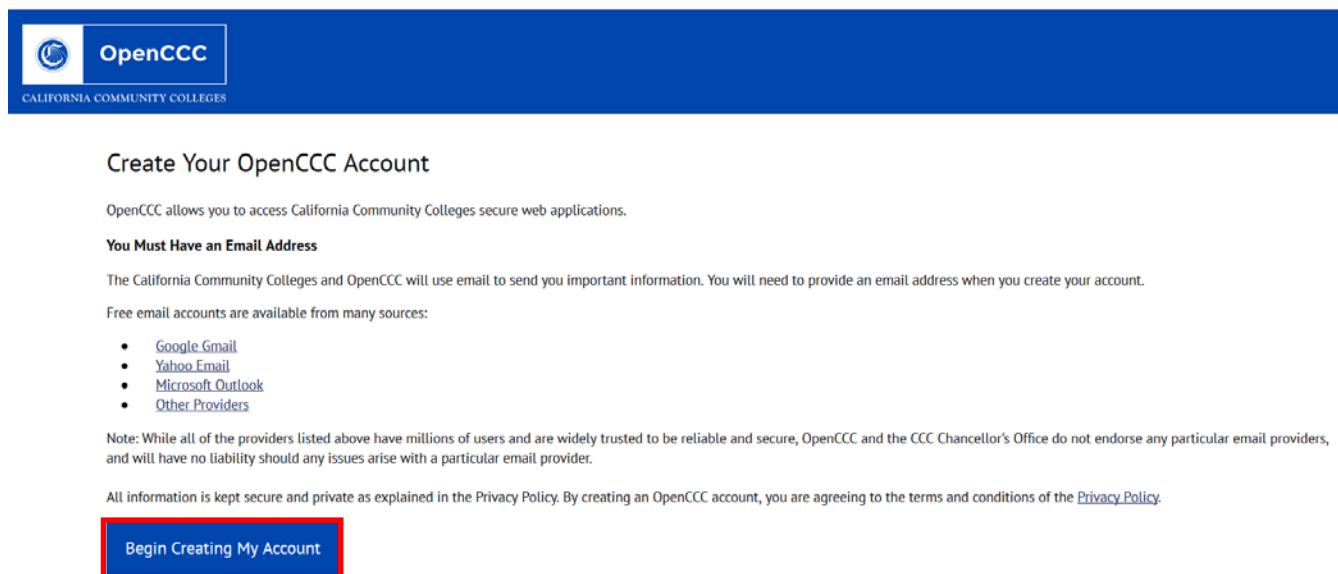
## CREATE AN OPEN CCC ACCOUNT

If a user does not have an Open CCC Account, the system will automatically redirect to the Open CCC page.



The screenshot shows the OpenCCC login page for California Community Colleges. At the top, there is a logo with a blue circle containing a white 'C' and the text 'OpenCCC' next to it. Below the logo, it says 'CALIFORNIA COMMUNITY COLLEGES'. The main heading is 'Unable to Locate Your Information'. Below this, it says 'We need your OpenCCC Account statewide student identifier (CCCID). To continue to a California Community Colleges secure web application, please sign in, recover your existing account, or create your new account.' There are two tabs: 'Sign In' (selected) and 'Forgot?'. Below the tabs are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a blue 'Sign In' button. Below the 'Password' field is a red-bordered button that says 'Create a New Account'. At the bottom, it says 'A Service Of The CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE'. There are four links at the bottom: 'Help', 'Terms of Use', 'Accessibility', and 'Privacy Policy'.

Click the **Create a New Account** link.



**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 when you create your account.

Free email accounts are available from many sources:

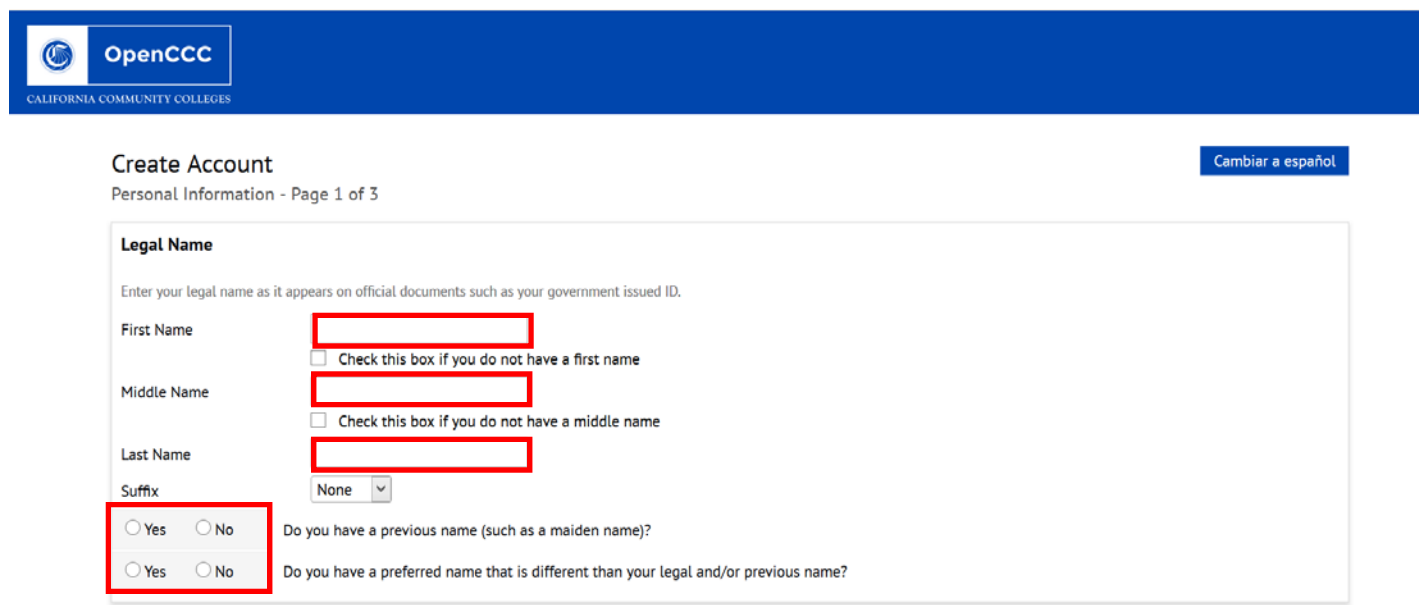
- [Google Gmail](#)
- [Yahoo Email](#)
- [Microsoft Outlook](#)
- [Other Providers](#)

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 providers, and will have no liability 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 of the [Privacy Policy](#).

**Begin Creating My Account**

An instruction page will be displayed. Read the instructions, then click the **Begin Creating My Account** button at the bottom



**Create Account**

Personal Information - Page 1 of 3

[Cambiar a español](#)

**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

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

☐ Yes ☐ No Do you have a preferred name that is different than your legal and/or previous name?

On the first page of the account creation, complete the **First Name**, **Middle Name**, and **Last Name** fields. Click the “Yes” or “No” boxes for the “Do you have a previous name” and “Do you have a preferred name” fields.

### Date of Birth

Due to laws regarding children's online privacy, this system will not allow accounts to be created by persons under the age of 13. For more information, please refer to the [Privacy Policy](#).

This information is used for protection of minors in online transaction environments, as well as to differentiate between persons having the same name. It is also used to comply with state and federal law pertaining to residency, guardianship, and admission of minors to college. This information will not be used in making admissions decisions except as permitted by law.

Date of Birth

Month	Day	Year
-- Select --	-- Select --	

### Social Security Number

The Social Security number is used as a means of identifying student records and to facilitate financial aid.

☒ I plan to apply for admission to college or financial aid.

The Social Security Number is required to claim tax credits for higher education costs known as the American Opportunity Tax Credit. In accordance with the Taxpayer Relief Act of 1997,

Federal law requires the California Community Colleges to provide specific information to the Internal Revenue Service (IRS) for the purpose of filing an Information return (IRS Form 1098-T "Tuition Statement") for each student in attendance, with a few exceptions.

The information required by the IRS includes the student's name, address, Social Security Number (SSN) or Taxpayer Identification Number (TIN/TIN), and enrollment status, as well as the amount of tuition paid or billed, and scholarships received. (26 C.F.R. 1-60505-1(b)(2)(ii).)

Failure to provide a correct Social Security Number or TIN while claiming tax credits for specified education expenses may result in a penalty levied against the student by the IRS in the amount of \$100, per year, until the missing or incorrect information is provided (26 C.F.R. 1-60505-1(e)(4)).

In addition, California Education Code sections 68041 and 70901(b)(7) authorizes the California Community Colleges Chancellor's Office (CCCCO) to collect information you submit through the OpenCCC Online Student Account and CCCApply Online Application for Admission for the purposes of completing and submitting California College admission applications and financial aid on your behalf.

Further, information acquired by the CCCCCO is subject to the limitations set forth in the Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code). Compliance with these laws is identified in the [Privacy Policy](#).

In the "Date of Birth" field, use the pull down menus to select the **Month** and **Day**, then enter the **Year**. Next, click the box next to the "I plan to apply for admission to college or financial aid" field to either select or deselect the option.

Please indicate the type of number:

☐ Social Security Number ☐ Taxpayer Identification Number

By providing my Social Security Number (or Taxpayer Identification Number) below, or indicating that I do not have a Social Security Number or decline to provide one at this time, I confirm that I have read and understand the federal regulations provided above, and the state regulations provided in the [Privacy Policy](#).

Your Social Security Number must be accurate to ensure the integrity of your permanent record and to avoid potential penalties imposed by the IRS for providing an incorrect number.

Social Security Number or Taxpayer Identification Number

Repeat Social Security Number or Taxpayer Identification Number

☐ Check this box if you **do not** have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time.

International students, nonresident aliens, and other exceptions, may not have a Social Security Number (or Taxpayer Identification Number) and should check this box.

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

Open CCC requires users to provide their Social Security or Taxpayer Identification number. Click the box next to either the "Social Security" or "Taxpayer Identification Number" fields to select the type. Next, enter either your Social Security or Taxpayer Identification Number in the two provided fields. The number must be entered a second time to confirm that it was entered correctly. Click the **Continue** button at the bottom to save the information and continue to the second page.

**NOTE: If you do not have either a Social Security or Taxpayer Identification Number, click the check box at the bottom of the page.**



## Create Account

Contact Information - Page 2 of 3

[Cambiar a español](#)

## Email

An email address is required for important messages, including information about college admission and registration. Please enter an email address that you check regularly.

Email Address

Repeat Email Address

## Telephone

Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancellations, and emergency notifications. If you would like to receive text messages on your phone(s), please check the appropriate box(es).

Main Telephone Number

Extension

###-###-####

up to four digits



I authorize text messages to the telephone number above, and accept responsibility for any charges that result.

Second Telephone Number

Extension

###-###-####

up to four digits



I authorize text messages to the telephone number above, and accept responsibility for any charges that result.

On the second page, enter your **Email Address** in the provided fields. The Email Address must be entered two times to confirm that it was entered correctly.

**NOTE: Users should use the same primary Email address as is listed in Web Advisor.**

In the **Main Telephone Number** field, enter your primary phone number using the format **###-###-####**. A **Second Telephone Number** can also be added. Click the check boxes to confirm that “I authorize text message to the telephone number above, and accept responsibility for any charges that result.”

## Permanent Address

☐ My permanent address is outside the United States.☐ I have no permanent address because I am currently homeless.

Street Address

Include apartment number or suite

City

State

- Select State -

ZIP Code

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

In the provided text boxes, enter your **Street Address**, **City**, and **Zip Code**. Use the pull down menu to select the **State**. If you do not have a permanent address in the United States, or are homeless click the appropriate check box to select the option. Click the **Continue** button at the bottom to save and continue to the next page.



## Create Account

Security and Credentials - Page 3 of 3

[Cambiar a español](#)

## 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.

On the third page, enter your **Web Advisor User ID** in the “User Name” field. In the “Password” fields, enter your **Web Advisor Password**.

## 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

Repeat PIN

In the “PIN” fields, enter a 4-digit security **Personal Identification Number (PIN)**.

## Security Questions

If you forget your username or password, or if you want to change your password or PIN, you will be asked one or more of your personal security question. Please select three security questions you would like to be asked, and enter your answers to those questions.

First Security Question

-- Please Choose a Question --



Answer to the First Security Question

Second Security Question

-- Please Choose a Question --



Answer to the Second Security Question

Third Security Question

-- Please Choose a Question --



Answer to the Third Security Question

[Create My Account](#)[or Cancel](#)

Use the pull down menus to **Select three (3) Security Questions**, then type the **Security Question Answers** in the provided text boxes. Once the Security Questions are complete, click the **Create My Account** button at the bottom to save the information and create the account.

### Account Created

Your secure OpenCCC account has been created.

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

Your CCCID is: AU 6

Continue

An Open CCC Account will be created. The last page will provide your CCCID number. Click the **Continue** button to continue to Canvas.

COMPOSE

Search Mail

Today on AOL

New Mail 34


	From	Subject	Date
	support	New OpenCCC Account Creation [OpenCCC.net Logo] August 3, 2017 Dear Tammy	11:44 am

See All (34)

An Email confirming the creation of the Open CCC Account and the CCID number will be sent to the Email address provided.



If an error message is received that an account has already been created, use the **Forgot?** link to recover the previously created CCC account.



OpenCCC  
CALIFORNIA COMMUNITY COLLEGES

### Unable to Locate Your Information

We need your OpenCCC Account statewide student identifier (CCCID).

To continue to a California Community Colleges secure web application, please sign in, recover your existing account, or create your new account.

Sign In

Forgot?

Username

Password

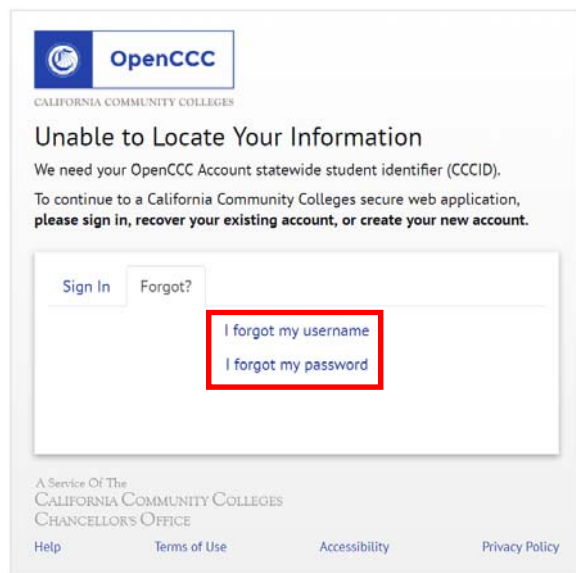
Sign In

Create a New Account

A Service Of The  
CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

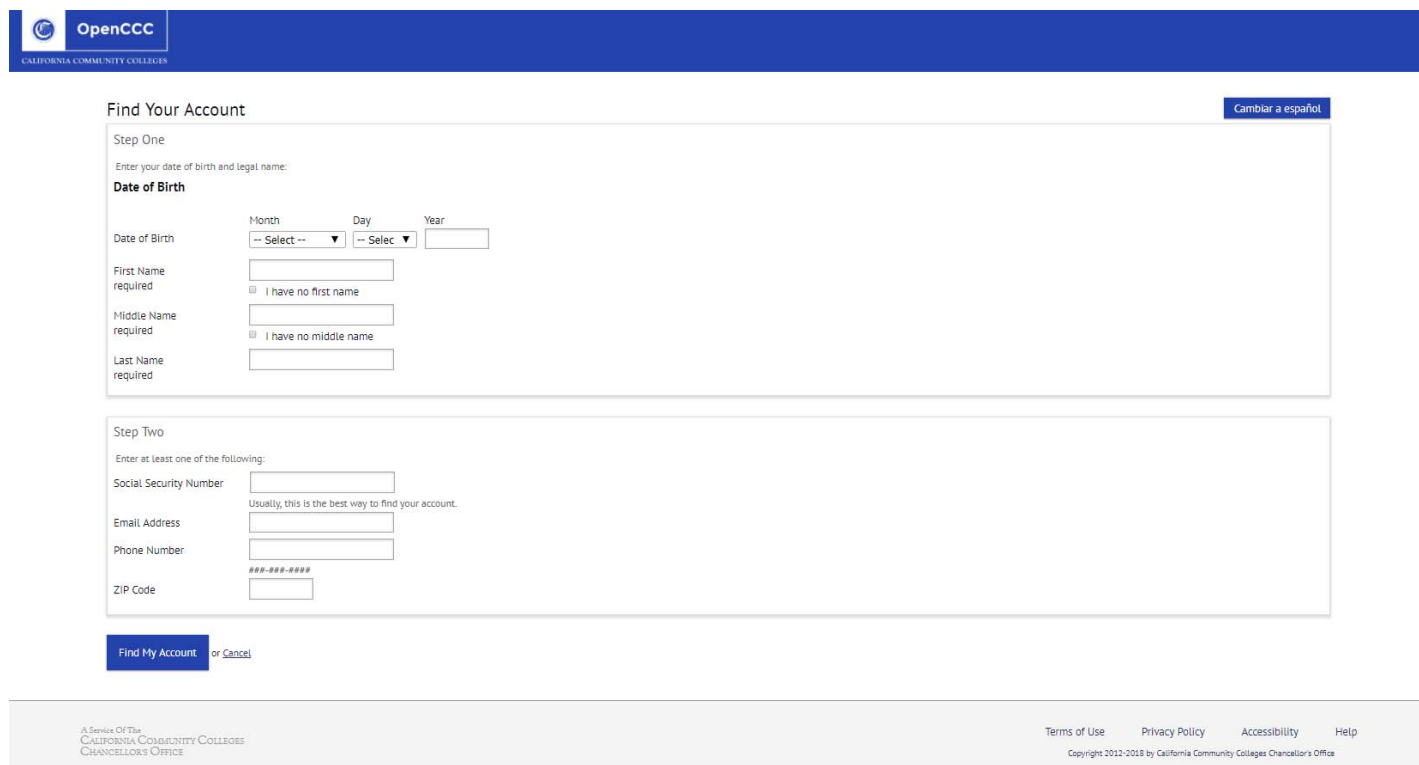
Help
Terms of Use
Accessibility
Privacy Policy

Click the **I forgot my username** link or, if the user name is known the **I forgot my password** link to recover the account.



The image shows the OpenCCC login page. At the top is the OpenCCC logo and the text 'CALIFORNIA COMMUNITY COLLEGES'. Below this is a heading 'Unable to Locate Your Information' followed by a message: 'We need your OpenCCC Account statewide student identifier (CCCID). To continue to a California Community Colleges secure web application, please sign in, recover your existing account, or create your new account.' There are two tabs: 'Sign In' and 'Forgot?'. Under the 'Forgot?' tab, there are two links: 'I forgot my username' and 'I forgot my password', which are highlighted with a red rectangle. At the bottom, it says 'A Service Of The CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE' and has links for 'Help', 'Terms of Use', 'Accessibility', and 'Privacy Policy'.

Complete the form with the information requested. An Email should be sent with the log in information.



The image shows the 'Find Your Account' form on the OpenCCC website. At the top is the OpenCCC logo and the text 'CALIFORNIA COMMUNITY COLLEGES'. There is a link 'Cambiar a español.' in the top right corner. The form is divided into two steps. Step One is titled 'Step One' and has a sub-header 'Enter your date of birth and legal name:'. It contains fields for 'Date of Birth' (Month, Day, Year), 'First Name required', 'Middle Name required', and 'Last Name required'. Each name field has a checkbox for 'I have no [first/middle] name'. Step Two is titled 'Step Two' and has a sub-header 'Enter at least one of the following:'. It contains fields for 'Social Security Number', 'Email Address', 'Phone Number', and 'ZIP Code'. Below the form are buttons for 'Find My Account' and 'or Cancel'. At the bottom of the page, it says 'A Service Of The CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE' and has links for 'Terms of Use', 'Privacy Policy', 'Accessibility', and 'Help'. The copyright notice 'Copyright 2012-2018 by California Community Colleges Chancellor's Office' is also present.

Return to <http://rsccd.instructure.com> and use the User ID and password provided in the Email to log into Open CCC. You should be redirected to Canvas.

**Once the CCC account has been recovered and accessed, use your Web Advisor User ID and Password to log into Canvas.**