

STEPS TO REGISTER FOR CONTRA COSTA COLLEGE

1. Go to www.contracosta.edu and click on the orange APPLY button in the upper right-hand corner.
2. This takes you to the [APPLY NOW](#) page. Scroll down to Step 1 – Submit an Application and click on the APPLY NOW button.
3. This takes you to the [Open California Community College](#) (OpenCCC) portal where you will either:
 - a. *New Students* - Create a new account.
 - b. *Returning Students* - Sign into your account. (This is *not* your Contra Costa College account information, but the username and password you created when you first applied.)
 - i. If you forget your login information, click on FORGOT USERNAME. This will give you an option to reset your password as well as give you your username.
 - ii. If you are having issues, please call the OpenCCC helpline at (877) 247-4836.
4. Once you login, make sure to complete the application for the semester you would like to apply for (Spring 2022 or Fall 2022).
5. After you complete the application you will receive 2 emails: one is a confirmation email and the other is a verification email. **MAKE SURE TO VERIFY YOUR APPLICATION** – this triggers the application to process. The email should be from: noreply@email.4cd.edu. If you do not receive this email, please call Insite help at (925) 229-6888.
6. Within 24 hours you should get your Insite (student portal) login and student Id number.

STEPS TO LOGIN TO YOUR INSITE PORTAL

[Insite](#) is your student portal, where you can register for classes, pay for classes, see your financial aid status, access Canvas, and see all other important things related to the college.

1. *First time logging in:*
 - a. Enter the username provided in the email from Insite.
 - i. This should be the first letter of your first name, your full last name, and last 3 digits of your student ID number.
 - ii. Example: name is **John Doe** and ID # is 1234**567** - your username will be **jd**oe567.
 - b. The default password should be your 6-digit date of birth (*for first time login ONLY*).
 - i. Example: your birthday is November 10, 2021 (11/10/21) - your password would be 111021.
 - c. Create a new password, and then make sure to set up your recovery questions and phone number so you can login if you forget your password.
2. *Returning student login:*
 - a. Go to [Insite](#) and click on “Lookup Username” (but it should be the same as mentioned in section ‘a.’ above).
 - b. For your password, try to click on “Reset Forgotten Password”. If you cannot click on it, this means you never set your recovery options and you will need to call the Insite help desk to help unlock that. You can call them at (925) 229-6888.