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

2. Begin Creating Account

   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

   Click “Begin Creating My Account”
3. Complete all information (go through all 3 pages)

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.
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)
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

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

Complete all information fields.
Enter word or numbers as shown in the picture.

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

5. Start a New Application

Click “Continue” to go on to complete your application for WCC.

Click “Start a New Application”
6. Read over instructions on how to navigate the application pages and Start Application

After reviewing instructions, click to start application.

Read instructions on how to complete, save, review, and submit your application.
7. **Complete information on all tabs for application**

![Enrollment Information](image)

- Complete information and go through each tab.
- Some tabs may not be accessible until a previous page is completed.
8. Review and Submit Application

**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.
- 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!!