

# City Colleges of Chicago Portal Guide

**Where to access your portal:** [my.ccc.edu](http://my.ccc.edu) **How to log-in for the first time:** [access your portal](#)

Use this document to understand how to use your portal. Each link has step-by-step instructions with images.

Information on student portal: [Student Portal Navigation](#) and video:

<https://www.youtube.com/watch?v=ET5U1GLIAWo&feature=youtu.be>

*\*\*\*If your desired campus is not listed on your portal, you must call 773-COLLEGE (773-265-5343) and ask them to switch your campus. You can also contact your City College now through [ccc.edu/vss](http://ccc.edu/vss).*

**Financial Aid Award Letter Instructions:** [CCC Award Letter Instructions](#)

**YOU NEED THE AWARD LETTER FOR YOUR LPS GRAD REQUIREMENT.**

**Step-by-step on how to register for classes:**

1. **Complete pre-registration in portal:** [Pre-registration Help Guide](#)

2. **Complete placement tests**

- a. You can opt-out of the English placement test if you have a 540 or higher on the SAT Reading and Writing section. You can opt-out of the Math placement test if you have a 530 or higher on the SAT Math section
- b. The English test is proctored. You must go to your college's testing center to take the test. It has a 2 hour time limit and you can only take it once. You need to score a 6 or higher on the English placement test to be eligible to take the first college-level English requirement.
- c. You can complete the Math test online through your portal. It is not a timed test, and you can retake it up to 4 times.. You need to score a 46 or higher on the [Math placement test](#) to be eligible for a college-level math requirement.
- d. If you score below, you will be placed into a remedial course (not eligible for credit hours towards graduation requirements, below college-level, and will need to achieve a C or higher in that course to move on to your college-level course requirement.

3. **Attend orientation**

- a. In your portal, in the bottom right corner, it should have information about your college's orientation.

4. **Register for classes**

[https://www.ccc.edu/Documents/Internal%20Comm/PortalHelpGuides\\_Nov2019/RegistrationClassSearchHelpGuide.pdf](https://www.ccc.edu/Documents/Internal%20Comm/PortalHelpGuides_Nov2019/RegistrationClassSearchHelpGuide.pdf)

- a. Here is a guide on how to use the search:  
<https://ccciprd.ccc.edu/CCCPortal/documents/GuestClassSearchGuide.pdf>
- b. Make sure you are enrolling in classes that are general education requirements or required for your program
- c. If you are trying to transfer to a four-year college, you can see what courses your future college requires here: <http://www.ccc.edu/services/Pages/Transfer-Guides.aspx>. If your college is not listed, you can go here: [transferology.com](http://transferology.com)

# City Colleges of Chicago Portal Guide

Student Home

Countdown

36

Registration Countdown

Classes fill quickly!

View academic calendar and registration dates

There are 36 days until the Summer 2020 registration deadline.

Alerts/Tasks/Holds

Hi [Name]

Take action on the following items:

FAFSA NOT SUBMITTED for 2019-2020

1 Holds

Announcements

- CCC's Response to COVID-19
- Protect Yourself Against Cyber Attacks
- Make Tuition Payment Arrangements
- View Your Account Statement
- Check Your Student Refund
- Select Refund Option Using Bank/Mobile

View More...

New Student Tasks

You have completed 2 of 6 activities.

What activities am I missing?

✓

✗

Completed activities are indicated by a green checkmark.

Academic Records

View the classes you have taken.

Manage Classes

Load your shopping cart or complete preregistration.

Academic Progress

An at-a-glance view of where you are in your academic journey.

Incomplete 100%

0% Complete

Student Finance Account

View student account overview.

Financial Aid

View your financial aid.

Exit

New Student Tasks

Next

Welcome Message

Visited

Placement Test

Not Started

Orientation

Not Started

Finances

Not Started

Registration

Not Started

Home Campus Links

Not Started

Welcome Message

Confirm

Welcome to City Colleges of Chicago – we're glad you're here.

This student portal is an important tool for you as you work toward your academic goals here at City Colleges. This is where you will register and pay for classes, see any alerts or holds that need your immediate attention, view your academic records, and check the progress you're making toward your certificate or degree.

New Student Tasks

As a new student, there are a few important tasks you need to complete – you can see them to the left of this message. Be sure to complete each one – you'll know when you do because you will see a green check next to the task.

Your new student tasks include:

- completing placement testing.
- attending a new student orientation.
- letting us know if you plan to use financial aid.
- reviewing your tuition payment options.
- registering for classes.
- and arranging tuition payment by the deadline (your deadline will be listed in the Alerts/Tasks/Holds section of your portal's home page).

Student Resources

Be sure to utilize all the resources available to you, and don't be afraid to ask for help when you need it. From tutoring, to advising, to getting help transferring to a four-year institution or finding a job, we have the help you need to succeed at CCC and beyond. Talk with your professors, meet your Student Government Association representatives or become one yourself, and get involved on your campus – it will build your resume and may bring you new perspectives and opportunities.

Don't forget to follow us on Facebook, Twitter, and Instagram.

Take a tour of the whole student portal at my.ccc.edu by clicking here, and get help guides here.

See you on campus!

Chrome OS • 23m

You're sharing your screen

meet.google.com is sharing your screen.

javascript:submitAction\_win0(document.win0Z\_NS\_AG\_WRK\_CONFIRM\_PB)