

Cayuga Online Registration Process

Before you begin you **MUST KNOW**:

- Your **OWN** email address
- Social Security Number
- Address
 - If you live at two different homes, please put the address of the parent that claims the student for their taxes.

Step 1 - Registration	Step 2 - Credentials to LOG IN	Step 3 - Certificate of Residence
● Register with the links below. ● Students will receive an email from Cayuga Webmaster, www_mail@cayuga-cc.edu. ● The email will say “Your Cayuga Community College application has been received.” ● If an email was not received, contact the distance learning facilitator from your school. ● Registration, please contact Lisa Clark at 315-294-8529 or clarkl@cayuga-cc.edu.	● Within 24 hours, an email will be sent to the student with instructions on how to access credentials for the online or video course. ● If the student does not receive the email within 24 hours, it is very important to reach out to the distance learning facilitator. ● Login and password issues, please contact: 315-294-8568 or helpdesk@cayuga-cc.edu.	● College distance learning courses are at no cost to students when the student verifies the county where the student resides by filling out the following online applications. ● Oswego County Students ● Onondaga County Students ● Jefferson County Students fill out this form. ● Cayuga County Students do not have to fill out a COR.

Step 1: Registration -

- Register with the link below. You will receive an email stating the application has been received.
- **If the student does not receive email,** tell the distance learning facilitator and contact clarkl@cayuga-cc.edu.

Step 2: Blackboard Login Credentials -

- Within 24 hours, an email will be sent to the student with instructions on how to access student credentials.
- **If the student does not receive this email,** email clarkl@cayuga-cc.edu that the student has not received a credential email.
- If the student received the email but is having difficulty following the steps, contact helpdesk@cayuga-cc.edu.

Step 3: Certificate of Residence -

- **Oswego County Students - [Certificate of Residence Application - Online](#)**
 - Must have following documentation:
 - Schooltool Profile Page with picture, students and parent information.
 - Copy of a Student Schedule
 - Summer Schedule - Include a letterhead with a statement of what course the student is taking.
 - Indicate on the letterhead, the college name. For example: CCC HLTH 104 Personal Health
 - Copy of Parent License
- **Onondaga County Students - [Certificate of Residence Application - Online](#)**
 - Must have the following documentation:
 - Schooltool Profile Page with picture, students and parent information.
 - **High School Report Card dated more than one year prior to the current date.**
- **Jefferson County Students - [Certificate of Residence Application - Paper Copy](#)**

How to Register: Visit the link for your school:

Altmar-Parish-Williamstown High School	https://www.cayuga-cc.edu/altmarparishwilliamstown/
Auburn High School	https://www.cayuga-cc.edu/auburn/
Cato-Meridian High School	https://www.cayuga-cc.edu/cato-meridian/
Dana L. West High School (Port Byron)	https://www.cayuga-cc.edu/danawest/
G. Ray Bodley High School (Fulton)	https://www.cayuga-cc.edu/graybodley/
Hannibal High School	https://www.cayuga-cc.edu/hannibal/
John C. Birdlebough High School (Phoenix)	https://www.cayuga-cc.edu/birdlebough/
Marcellus High School	https://www.cayuga-cc.edu/marcellus/
Mexico High School	https://www.cayuga-cc.edu/mexico/
Moravia Central School	https://www.cayuga-cc.edu/moravia/
Paul V. Moore High School (Central Square)	https://www.cayuga-cc.edu/paulvmore/
Pulaski Junior-Senior High	https://www.cayuga-cc.edu/pulaski/
Sandy Creek High School	https://www.cayuga-cc.edu/sandycreek/
Skaneateles Central School	https://www.cayuga-cc.edu/skaneateles/
Southern Cayuga Central High School	https://www.cayuga-cc.edu/southern-cayuga/
Union Springs High School	https://www.cayuga-cc.edu/unionsprings/
Weedsport High School	https://www.cayuga-cc.edu/weedsport/

*Need Help? Please have your school contact forward your questions to
Melissa Daniels for CiTi BOCES and Margaret Colella for Cayuga-Onondaga BOCES.
mdaniels@citiboces.org mcolella@caybooces.org*