CCCApply Account Creation: CCAP Students

INFORMATION YOU MUST HAVE TO COMPLETE THE PROCESS:

• Mailing Address
• Personal Email (not a high school provided email)
• Safe place to document account information
CCCApply Account for New CCAP Students


2. Click on the Create a New Account

**TIP:** Use Chrome, Safari or Firefox as a browser if at all possible!
CCCApply Account for New CCAP Students

CLICK ON THE BEGIN CREATING MY ACCOUNT

You must have a personal email account that is outside the one given to you by the high school and is accessible. You will not receive needed emails to complete this process.

**TIP:** The system will time out and you will have to begin again. Have all your information ready to go!
CCCApply Account for New CCAP Students

PERSONAL INFORMATION

Enter the following information:

• Legal First Name

• Legal Middle Name (if you do not have one, please check the box below)

• Legal Last Name

• Previous Legal Names (Yes/No)

• Preferred Name if different than Legal Name

• Date of Birth

• Social Security Number: an SSN is not required for admission. If you choose not to provide, look at the example provided

• If you enter you SSN: choose Yes and enter when prompted.

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Address

Leave the first box unchecked

If you are homeless or do not have a permanent address, check the second box

Your Mailing Address should appear as follows:

Example (use your address):

Street Address: 123 Main Street, Apt. A (second line will be blank)
City: Paso Robles
State: California (its at the top of the list)
Zip Code

TIP: Some rural addresses cannot be verified. If you receive the error message, just check the address verification box

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USERNAME/PASSWORD

1. Create a username/password:
As this is an account that you will use infrequently, we recommend that you use the following Username:
firstname_lastname
If it has already been chosen, use your date of birth after the name.
Example: 010104 mmddyy

2. Create a password: must contain at least 1 number and have 7-20 characters

TIP: Write this down in a safe place!
Take a photo of the screen! Cuesta College cannot reset this account

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PIN
Create a 4-digit PIN code

SECURITY QUESTIONS
These will be used if you forget your password later. They are case specific
Choose three different questions and answer specific to you.

TIP: You will want to take a photo or write these down in a safe place!
Click on the checkbox “I am not a robot” and follow the directions
Click on “Create My Account”

Write down the CCCID # in a safe place!

CLICK CONTINUE AND CLICK ON A START A NEW APPLICATION.

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