



Accessing *My Portal*

My portal is a single point of access with links to Canvas, WebAdvisor, Student Email, Self-Service and other common applications, resources, and links.

1.) **Check Your Personal Email for School Information**

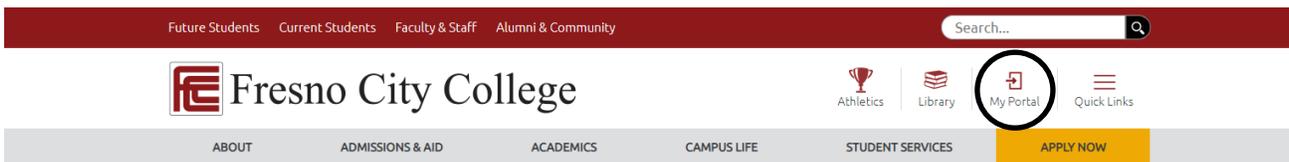
After you complete the admissions application, you will receive a confirmation email from CCCApply letting you know you have submitted your application successfully. Within 24-48 hours after you applied online you should receive an Admission Acknowledgement email from SCCCD Admissions & Records with your Student ID#.

Note: If you have not received an email after 48 hours, check your spam/junk folder. If it is not in there, call the Fresno City College Admissions & Records Office at (559) 443-8604 for assistance.

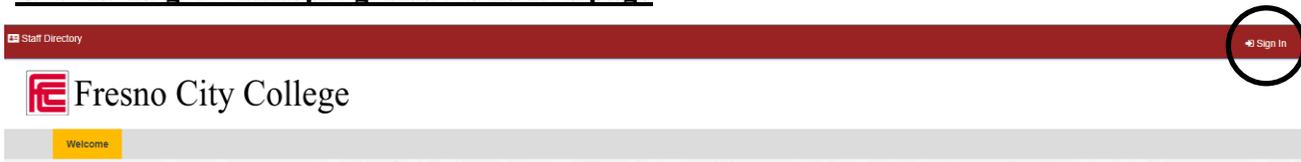
2.) **Go to Fresno City College main webpage**

Open up an internet browser and go to fresnocitycollege.edu

3.) **Click on My Portal icon at top of the page**



4.) **Click on Sign In at top right corner of the page**



5.) **Login with your username and password as shown below**

STATE CENTER COMMUNITY COLLEGE DISTRICT
 Fresno City College | Reedley College | Clovis Community College
 Madera Community College Center | Oakhurst Community College Center

Username:

Password:

Select the role you want to log in as:
 Student Employee

Login

[Problem Logging In?](#)
[Change Password](#)

Your username is your student ID number. Your password is your first initial (uppercase), your last initial (lowercase), and your 6-digit date of birth in the mmddyy format.

For example, student John Smith was born on January 1, 1997 and has a student ID number of 0123456. John's login information would be:

Username: 0123456

Password: Js010197

Be sure to select "Student" as the role to login under as circled in black.

6.) **Now you should have access to your portal**

Students can now access various apps by clicking on the application links and view announcements, news, events, and other resources.

IMPORTANT NOTE: Be sure to close all browser tabs and windows to finish the logout process. This is critical when using a public computer as failure to do so will keep your portal session active.



Steps to Success for New Students

SCCCD revised its enrollment priorities procedures to promote student access, success, and equity.

Step 1: Apply for Admission

- Apply online at: cccapply.net
Application is processed within 2 business days.
 - First create an OpenCCC account to being an application
 - While logged into your OpenCCC account, click start A New Application to apply to Fresno City College

*Within 24-48 hours after you have applied online, you should receive an Admission Acknowledgement email from SCCC Admissions & Records with your Student ID#. If you have not received an email after 48 hours, **check your spam/junk folder.** If it is not in the spam/junk folder, call the Fresno City College Admissions & Records Office at 559.443.8604 for assistance.*

Step 2: Portal and Email

- Once you have received your “Admissions Acknowledgement” email with your Student ID#, you can then login to *My Portal*.
- See back page of this sheet for instructions.

Step 3: New Student Online Orientation

- Complete the New Student Online Orientation session by at www.sccd.edu/orientation. The Orientation can also be accessed in My Portal in the “Resource Links” section.

You will need to know your SCCC login information to enroll in the course and complete this orientation.

Step 4: Advising/Assessment

- Meet with a FCC counselor to review your other college’s transcripts to select the appropriate level of classes to enroll in and create a Student Education Plan Abbreviated (SEPA)

Login in to MyPortal to make a New Student Counseling Appointment.

Step 5: Financial Aid

- Complete the Free Application for Federal Student Aid (FAFSA) at: studentaid.gov. If you need assistance, call our office to have an Outreach Specialist help you.
- Complete your FCC Financial Aid File
 - The financial aid office will notify you if you need to correct your FAFSA or when your Award Letter is ready to review
 - Check WebAdvisor to see if anything is missing under “My Documents” and sign up for direct deposit

Step 5: Financial Aid Continued

- Submit any requested documents to the Financial Aid Office

It is recommended that student complete their FAFSA application as early as possible.

TO MEET ENROLLMENT PRIORITY CRITERIA, YOU MUST BE COMPLETE STEP 3, STEP 4, AND STEP 6.

Step 6: Register for Classes

- You can register in the following ways:
 - Online using WebAdvisor. Login to MyPortal to access WebAdvisor to register for classes.

*Before you register, **make sure all prerequisite requirements have been met.** If the prerequisite was taken and passed outside of the SCCC campus sites, bring your transcripts indicating the passing grade to the Counseling Department for review.*

BEFORE THE SEMESTER STARTS

Step 7: Pay Fees

- Visit fresnocitycollege.edu/fees or WebAdvisor in your student portal to pay your fees by the deadline.

Your financial aid may cover enrollment fees, but student fees may still apply.

Step 8: Obtain Your Textbooks

- Preview what textbook are required at: fresnocitycollege.edu/bookstore
- Textbook info can also be found in WebAdvisor by clicking on the “My Bookstore” link in each course section or in Canva on the “My Bookstore” icon on the side bar

Step 9: Get Your FCC Student ID

- Student body ID cards are available for \$5 and can be taken throughout the semester in the Student Lounge. There are 3 convenient ways to purchase your ID card;
 - In the Business Office
 - Make a payment through WebAdvisor
 - Cash in the Student Activities Office

The ASB card allows you to get discounts from local businesses around FCC and throughout the Valley. Show ID at the Ram Pantry for FREE available goods.

For more important dates visit:

<https://www.fresnocitycollege.edu/admissions-aid/admissions-and-records-office/updates.html>