Steps to Success Checklist

Welcome! For new and returning students we highly recommend you follow the steps in order as listed below.

Step 1: Application

Please apply through the California Community College application (OpenCCC) at openccc.net.

Madera Community College is part of the State Center Community College District (SCCCD). Within 24-48 hours, look for an "Admissions Acknowledgement" email from SCCCD with your Student ID#. The email will come to the address you used to create your account.

Step 2: Financial Aid

Complete the FAFSA (Free Application for Federal Student Aid) online at studentaid.gov. If you need assistance, call our office to have an Outreach Specialist assist you.

Step 3: Activate your student email account:

All your future communications will be conducted via your student email account. Approximately 24 hours after you receive your student ID number, you will be able to activate your account. See back page for steps.

Step 4: Orientation:

The orientation can be accessed in MyPortal in the "Resource Links section"

1. Login to My Portal (See back side for instructions)
2. Choose "Enroll in Course"
3. Once completed, your "Orientation Hold" will be cleared in 1 to 2 days.

Step 5: Advising:

Meet with a counselor to select your classes and create a Student Education Plan. Schedule an appointment through My Portal or call 559.675.4141 for the Madera Campus or 559.683.3940 for the Oakhurst campus.

Step 6: Complete Your Madera/Oakhurst Financial Aid Files

Check your student email regularly, the Financial Aid Office will notify you if you need to correct your application or submit documentation. Submit any requested documents to the Financial Aid Office as soon as possible.

Check WebAdvisor to view your financial aid status, see if anything is missing under "My Documents" and sign up for direct deposit.

Step 7: Register for Classes:

Register online using WebAdvisor which you can find through My Portal.

Before the Start of the Semester

Step 8: Before Classes

Pay student fees; Can pay through WebAdvisor in My Portal by the deadlines. Your Financial Aid may cover enrollment fees, but student fees may still apply.

Get your textbooks; Preview what textbooks are required in WebAdvisor by clicking on the "My Bookstore" link in each course section.

Need Help Getting Started?

(8/2021)

Call Educational Opportunity Center Program at 559.278.2280

Madera Community College Center

Oakhurst Community College Center

Steps to 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.) <u>**Check Personal Email for School Information**</u>

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#.
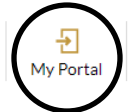**Note:** Make sure to check your spam/junk folder if you have no email contact your admissions office.

2.) <u>**Go to your campus main webpage**</u>

Open up an internet browser and go to your campus website (reedleycollege.edu, maderacollege.edu, oakhurstcenter.com)
Note: the following examples are only of one college, but all campus websites look extremely similar and have the exact same icons to click.
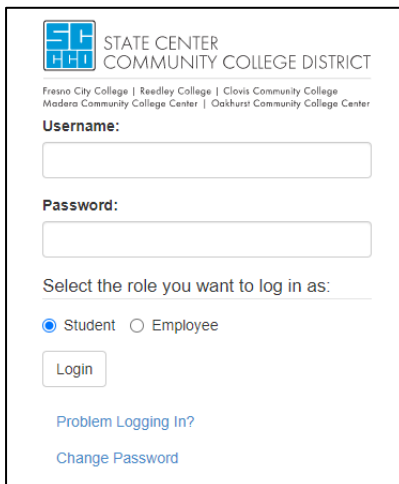
3.) <u>**Click on *My Portal* icon at top of the page**</u>

Future Students   Current Students   Faculty & Staff   Search...

MADERA COMMUNITY COLLEGE

Library   My Portal   Quick Links

4.) <u>**Click on Sign In at top right corner of the page**</u>

Staff Directory   Sign In

MADERA COMMUNITY COLLEGE

5.) <u>**Login with your username and password as shown below**</u>

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.) <u>**Now you should have access to your portal**</u>

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.