



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**

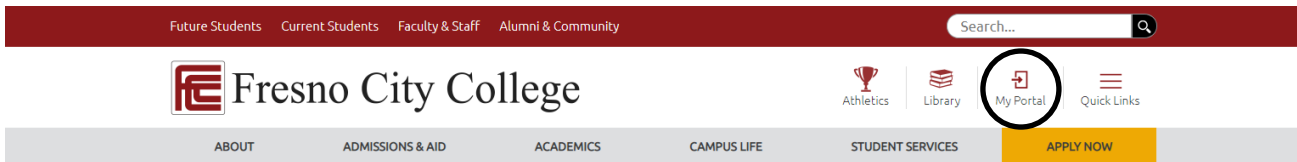
After you complete the admissions application, you will receive a confirmation email from CCCApply letting you know you have submitted your application successfully. Within 24-48 hours after you applied online you should receive an Admission Acknowledgement email from SCCCD Admissions & Records with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

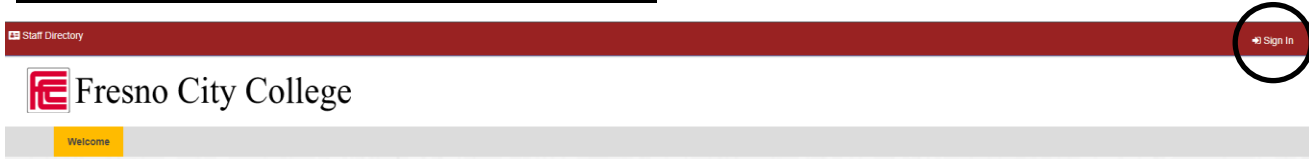
2.) **Go to Fresno City College main webpage**

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**

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: <http://www.fresnocitycollege.edu> and click on “Apply Online.”
Application is process within 2 business days.
- Activate your SCCCED Email account:
<http://fresnocitycollege.edu/studentemail>. *Email is the primary way the college will communicate with you.*
- Go to WebAdvisor at <http://webadvisor.sccd.edu/> to get your SCCCED student identification number. Click on “What’s My User ID” and follow the prompts. Call (559) 442-8240 for help with WebAdvisor/student email.

Step 2: Apply for Financial Aid (Optional)

- Complete the Free Application for Federal Student Aid (FAFSA) at: <http://www.fafsa.ed.gov>. If you need assistance, go to the Financial Aid Lab in the Library Room 123.
- Apply for Scholarships, view important deadlines and contact information at:
<http://www.fresnocitycollege.edu/finacialaid> NOTE:
Applying for FAFSA does not have to be done in this order. It is recommended that student complete their FAFSA application as early as possible.

TO MEET ENROLLMENT PRIORITY CRITERIA, YOU MUST BE FULLY MATRICULATED. TO BE FULLY MATRICULATED, COMPLETE STEP 3, STEP 4, AND STEP 5.

Step 3: New Student Online Orientation

- Complete the New Student Online Orientation session by logging in to your WebAdvisor.
<http://webadvisor.sccd.edu>
It may take 2-3 business days to clear your orientation hold.
Logging into Webadvisor
 - User ID – lastname_studentIDnumber (ex. Smith_0999999)
 - Use your 6-digit date of birth MMDDYY (ex. 020183)

Step 4: Meet with a Counselor/Complete a Student Educational Plan (SEP)

- After completing the New Student Online Orientation, you will be eligible to receive advising to plan your semester Student Educational Plan Abbreviated (SEP-A).
Contact the College Relations Office at (559) 442-8225 to attend a Ram Success Workshop.

Step 5: Register for Classes

- You can register in the following ways:
 1. Online using WebAdvisor at:
<http://webadvisor.sccd.edu/>
 2. On-campus in the Admissions office (Student Services building, 1st floor)
- Before you register, **make sure all prerequisite requirements have been met.** If the prerequisite was taken and passed outside of the SCCCED campus sites, bring your transcripts indicating the passing grade to the Counseling Department for review.

Step 6: Pay Fees

- Student Fees:
<http://www.fresnocitycollege.edu/index.aspx?page=606>
- Fee Deadlines:
<http://www.fresnocitycollege.edu/index.aspx?page=614>
- FCC Photo ID – Pay at Business Office (Old Administration Building, Room 151A) and take receipt to Student Activities Office located next to the Cafeteria.
- If receiving Financial Aid, contact Financial Aid office at (558) 442-8245.

Step 7: Obtain Your Textbooks

- REVIEW what textbook are required at:
<http://www.fresnocitycollege.edu/index.aspx?page=60>.
- Books can be purchased or rented from the Bookstore which is located across the Cafeteria:
<http://www.fresnocitycollege.edu/index.aspx?page=60>

Step 8: Attend Classes

- Attend your classes on the first day of school – you may be dropped from class if you fail to attend the first class meeting.
- If you decide not to attend a class, it is your responsibility to drop the class by the deadline.

For more important dates visit:

<http://www.fresnocitycollege.edu/index.aspx?page=2449>