

Steps to Success Checklist

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

- Application**
Complete the SCCCD admission application and turned it in.
(Available online at www.reedleycollege.edu/admissions-aid/admissions/admissions-applying-to-college.html)
- Financial Aid**
Complete the FAFSA (Free Application for Federal Student Aid) online (Available at www.fafsa.ed.gov)
- Activate your student email account:**
All of your future communications from the district 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:
 - a. Go to college website and select “Student Mail” at the top left of the page.
 - b. Your username is: studentID@my.scccd.edu, i.e.0123456@my.scccd.edu
 - c. The password the first time you log in is: First name initial (upper case), last name initial (lower case), and your six digit date of birth, (John Smith born on 7/9/88 = Js070988).
 - d. You will be prompted from there to provide a personal password, along with additional information. If you cannot log in, please call (559) 499-6072 for assistance
- Orientation:**
Complete the Reedley College Online Orientation (SCCCD Online Orientation available at: www.reedleycollege.edu/getting-started/online-student-orientation.html)
 - Select “New And Returning Students”>>”Getting Started”>>”Orientation”. Your username is your student ID number. Your default password is: First name initial (upper case), last name initial (lower case), and your six-digit date of birth, (John Smith born on 7/9/88 = Js070988).
- Meet with an Academic Counselor:**
Plan your schedule of classes and create an “SEP”, (Student Education Plan). You may schedule your appointment at the admissions office or online at college website– “Online Services” – “eSARS Counseling Appointments.”
- Log on to WebAdvisor/Register for Classes:**
You can register online using WebAdvisor or in person at the admissions desk. Office hours are Monday – Friday 8:00AM – 5:00PM. You can also use WebAdvisor to check financial aid status, make payments, and check grades. To login to WebAdvisor for the first time:
 - a. Go to www.maderacenter.com and select “WebAdvisor/Blackboard/Canvas”.
 - b. Select “WebAdvisor”.
 - c. Your username is your student ID number and your default password is: First name initial (upper case), last name initial (lower case), and your six-digit date of birth, (John Smith born on 7/9/88 = Js070988)
 - d. Click submit. e. If you cannot log in, please call (559) 499-6072 for assistance.

Need Help Getting Started?

Please Call Central California Educational Opportunity Center (CCEOC) Program
(559) 278-2280

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.) Check 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: Make sure to check your spam/junk folder if you have no email contact your admissions office.

2.) Go to your campus main webpage

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.

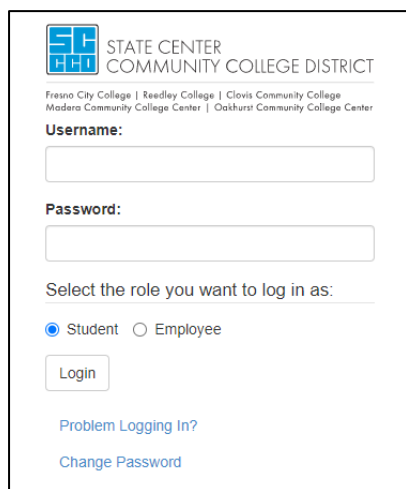
3.) Click on My Portal icon at top of the page



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.