

A Successful First Sign In to



There are simple steps you can take to ensure the first student sign in is successful. Below are tips to review before you begin working with students on the website.

Make sure all students have individual computer access.

Each computer must be connected to the Internet. Check your school's Internet privacy policies to ensure students can access www.CaliforniaColleges.edu. Educators are highly encouraged to visit the website on a student computer *before* the student lesson to be sure there is access.

Create an account naming convention for all your students to follow.

Before the first lesson, develop a naming convention for account names. This will make the account creation process move more quickly. We recommend the following: [first name initial] [full last name] [district abbreviation] i.e. For Mary Smith in Happy Unified School District, her name would be *msmithusd*.

The teacher or counselor facilitating the student lesson should have a Professional Center Account.

Anyone with a Professional Center account can distribute student usernames and reset passwords. Email support@californiacolleges.org for questions about the Professional Center.

Sign in for the first time

1. Direct students to www.CaliforniaColleges.edu. Write the naming convention formula on the board.
2. Click on **Create an Account**.
3. Select the appropriate student group.
4. Enter birthdate (*note, due to COPPA restrictions, students under the age of 13 cannot create accounts) and click on **Find** to search for the current school. Once students complete the school search, they will be taken back to the Step 2 page. Click on **Next**.
5. Direct students to complete this entire page. **Direct them to the preferred account name naming convention.**
6. **Students will select a security question and answer.** Here is a list of suggested security questions to give your students as prompts:
 - a. What is the last name of your favorite teacher?
 - b. What was your first favorite toy?
 - c. What is your favorite sport or activity?
 - d. What country do you most want to visit?
 - e. What is your favorite sports team?
7. When students have completed the entire page, direct them to click on **Create Your Account**.

Update the student profile & invite a parent/guardian

1. Have students take a few minutes to update their Profile. Direct them to click on **Your Portfolio**.
2. Click on **Your Profile**.
3. Click on **The Basics**. Here, students can edit their email address in their account with an active email account, update demographic information, and parent/guardian information.
4. Students are encouraged, but not required, to invite a parent/guardian to view their profiles. As students save information to their portfolios, parents/guardians with account access, can view students' progress. Parents cannot change anything in a student's portfolio. Parents must have a valid email address to be invited. Direct students to click on **Your Portfolio**.
5. Scroll down the page and click on **Invite a parent or guardian to connect to your portfolio** on the right side of the page. Then, click on **Invite a parent or guardian to connect to your portfolio** in the new window.
6. Complete the required information and click on **Invite**.



Create a Plan of Study in 5 easy steps

The Plan of Study is a valuable four-year planning tool for students. Once students are signed in, direct them to click on **High School Planning**.

1. Click on **Your Plan of Study**.
2. Click on **Create Your Course Plan**.
3. In the first section under CSU/UC Eligibility – Create Your Plan of Study, click on **Create your plan of student from scratch**.
4. On the next page, click on **Show all defined requirements**.
5. Students will see the option to create a Plan of Study based on CSU or UC requirements. Direct students to select **Choose this set** either in the CSU or UC requirements row. Your students now have a Plan of Study!

Build a four-year plan

The Plan of Study is a valuable four-year planning tool for students. Once a Plan of Study is created, a student can use it to plan their coursework for the rest of their high school career.

1. Click on the dropdown menu, **Select a Course**. Students should see courses that are offered at your school. The courses in this list come directly from your school's Doorways database.
2. Direct students to select a course. Then, students should select **Planned** under the status column.
3. Direct students to enter information under **Additional Information**. After students have entered all relevant information, direct them to click on **ADD COURSE**, then click on **Save**.

Course Names	Credits	Status	Action
Select a course: English I	0	Planned	
Enter a course:			

Additional Information:

Year: 2014-2015

Term Type: Full year (only one grade given for a full academic year)

ADD COURSE

Save Cancel

If students do not click on **ADD COURSE**, the course will not save.

Note: Courses in the dropdown come directly from your school's Doorways database. If you notice errors, contact the appropriate person at your school or district.