Establishing a OpenCCC account/CCCID and Community College ID#:

For a step-by-step video on completing steps 1 & 2 please visit:

http://tinyurl.com/applydvcvideo

1. Go to www.dvc.edu, www.contracosta.edu or www.losmedanos.edu. Click on "Apply Now", then follow directions for connecting to **OpenCCC,** the state application website. If it is your first time applying, click "Create an Account". You will create a username and password that is only used for OpenCCC, please keep for your records. Once you have created an account you will be issued a CCCID. *Your CCCID is composed of 3 letters and 4 digits/numbers and will be required when you create an account on CATEMA. Please write it below for safe keeping.*

    My CCCID# ___ ____ ___ ____ ___ ___ ___ (ADF3344 = example)

2. Click on "Start a New Application" –MAKE CERTAIN YOU COMPLETE THE ENTIRE APPLICATION– at the end of the application **a confirmation page** will indicate you have completed all required information for enrollment and properly submitted your application*.*

    You will receive a 7 digit, Community College (DVC, LMC, CCC) Student ID# from the college within 24 hrs. SENT TO YOUR PERSONAL EMAIL, this Student ID# will begin with a 0 or a 1 and will be required to create your enrollment on CATEMA. Please write it below for safe keeping.

    MY Student ID# ___ ___ ___ ___ ___ ___ ___

3. *Keep your CCCID and Community College (DVC, LMC, CCC) Student ID# in your cell phone for future reference. You will need this information to request a transcript or sign up for additional classes at the college of your choice.*

Instructions for enrolling on the Contra Costa CATEMA System: Go to the CATEMA site:
https://www.catema.com/contracosta/

   a. Click on the New Student header = choose create an account.
   b. Complete **ALL** the required information
   c. **YOUR CCCID (composed of 3 letters and 4 numbers) is required on CATEMA, in addition to your seven digit COMMUNITY COLLEGE STUDENT ID# (beginning with a 1 or a 0)**
   d. If you are in an academy or career pathway course of study, say YES to an intent form
   e. If the information is correct, approve it and you will be issued a user name and password for the CATEMA System – write it down for future use/reference.
   f. **On the next page, choose your high school, your instructor, and the period you are in the high school class and the articulated class that you are currently enrolled in.**
   g. At the bottom of the page after submitting, you should be able to see your enrollment record
   h. If you are currently enrolled in two or more articulated classes, you will need to enroll in the second class and hit submit again.
   i. **You are finished – Congratulations!!!!**