



☐ APPLY

Submit an application for admission at www.cccapply.org. Allow up to 48 hours for processing.

☐ LOGIN TO MYPORTAL

Access *MyPortal* on the Las Positas College website (www.laspositascollege.edu)

User ID: W Number

Password: (Activation temporary password from activation email)

☐ ACTIVATE YOUR ZONEMAIL EMAIL ADDRESS

Access Zone Mail on the Las Positas College website (www.laspositascollege.edu)

Email: Enter the Zonemail username found in your welcome email or in your MyPortal account

☐ APPLY FOR FINANCIAL ASSISTANCE

US Citizens:

Submit a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov

Non-US Citizen California Residents:

Submit the California Dream Act Application (CADAA) online at www.dream.csac.ca.gov

Password: (Default is set to your 8-digit birthdate MMDDYYYY)

☐ COMPLETE THE ONLINE ORIENTATION

Login to MyPortal

Locate the Classic CLASS-Web card

Click on the *Steps to Success* link then the Steps to Success tab

Click on the *Online Orientation* link

☐ TAKE ASSESSMENT/PLACEMENT

Login to MyPortal

Locate the Classic CLASS-Web card

Click on the *Steps to Success* link then the Steps to Success tab

Click on the *English* and the *Math* Guided Self-Placement links and complete both

☐ SCHEDULE YOUR FIRST SEMESTER PLANNING SESSION

Schedule a 2-hour first semester planning session with a counselor via MyPortal Steps to Success or at

<http://www.laspositascollege.edu/counseling/fsp.php>

☐ REGISTER FOR CLASSES

Login to MyPortal

Locate the Classic CLASS-Web card

Click on the *Steps to Success* link then the Steps to Success tab

Click on the *Add/Drop or Withdraw from Classes* link

Submit the California Dream Act Application (CADAA) online at www.dream.csac.ca.gov

☐ PAY FEES

Login to MyPortal

Locate the Classic CLASS-Web card

Click the Student Services link

Questions?

Contact the New Student Support Center!

www.laspositascollege.edu/supportcenter/



laspositascollege.edu/stepstosuccess