

Step 1: CCN Admission Application

All CCN students must be admitted through the online CCN Admission Application. If you have already completed the CCN Admission Application, go directly to Step 2: Registration.

1. First you will need to complete Step 1-CCN Admission Application. Click on the link below;
<http://go.chemeketa.edu/ccnapplication>
2. You will be directed to the CCN Application and will see the screen shown below. **Verify that you select the correct term you are planning to register for.** Once you have entered the correct information, click continue.

Page 1

Chemeketa Community College: College Credit Now: Application for Admission

Fields marked with a red asterisk are required.

* Select the High School you are attending

* Enter the year you will graduate (YYYY).

* When do you want to register for classes?

3. You will be prompted to the New Student Application, fill out and click on Submit my Application.

New Student Application

Please complete the application below. Fields with a red asterisk are required.
When you have completed and checked your entries, click Submit My Application.

Your Information

* Legal First Name Middle Name * Legal Last Name

* Date of Birth
Month Day Year

* Gender

U.S. citizen Yes
 No

Social Security Number

The college will use student social security numbers (SSN) for keeping records, complying with federal and state requirements, doing res
You may be required to provide your SSN to the college for compliance with specific federal and state regulations such as applying for fir
Providing your SSN means that you consent to the use of the number in the manner described.
Your SSN will not be given to the general public.
You will be issued a Chemeketa student identification (ID) number (K#) to be used as your primary ID.
Please note that per OAR 589-004-0400, if you choose not to provide your SSN, you will not be denied any rights as a student.

Race and Ethnicity

What is your ethnicity?

Select one or more races to indicate
what you consider yourself to be

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Address

Mailing Address
* Street 1 Street 2 Street 3
* City * State * Zip
* Email
* Confirm Email Address

Telephone

* Primary () - * Tel.Type
Alternate () - Tel.Type

Finish

Winter/Spring 2021

4. Once you submit the application, you should receive an email in 2 to 3 business days. If you have not received an email after 3 days, please give the CCN office a call at 503.399.5239 or email collegecreditnow@chemeketa.edu. It is very likely that your application was not processed.

The Welcome CCN email will be sent to the email address provided within 2 to 3 business days that will include your Chemeketa **User ID** and **K Number**. Once you receive that information you will be able to log on to our student portal at <http://my.chemeketa.edu> and register for your College Credit Now course.

You have completed Step 1: CCN Admission Application.

Next Step: 2 Registration

Log in to your My Chemeketa and register for your College Credit Now course(s). If you have not logged in to your My Chemeketa before please see the instructions on how to log in to the system for the first time.

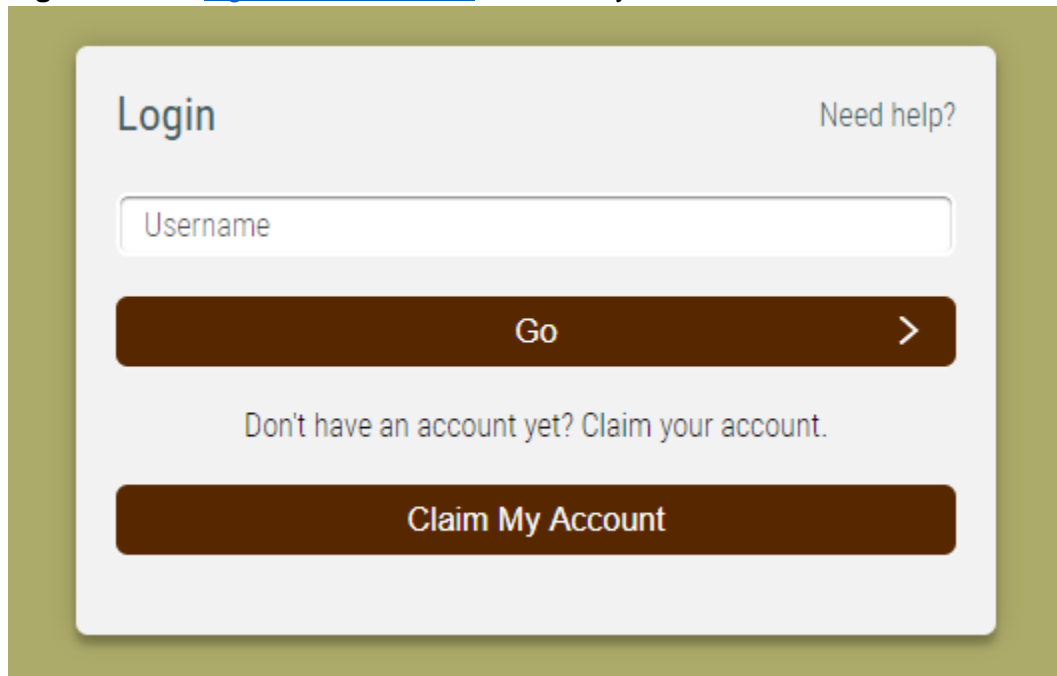
Step 2: Registration

Chemeketa's Single Sign-on Portal

1. **First time user:** In order to complete Step 2: Registration you will need to visit login.chemeketa.edu and enter your username and then click on the **Claim My Account** button.

If you are having issues claiming your account, please be sure to have your K number ready and call our IT helpdesk at 503.399.7899. They will be able to assist you!

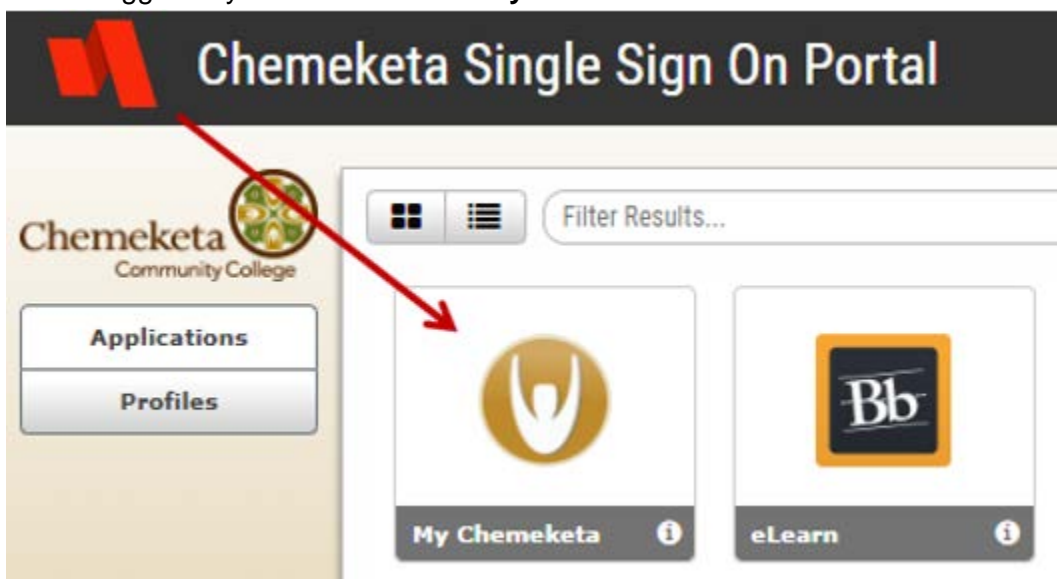
Returning user: Visit login.chemeketa.edu and enter your username and then click on the **Go** button.



The screenshot shows a login form with the following elements:

- Login** header with a **Need help?** link.
- A text input field labeled **Username**.
- A dark blue button labeled **Go** with a right-pointing chevron.
- A link: **Don't have an account yet? Claim your account.**
- A dark blue button labeled **Claim My Account**.

2. Once you are logged in you will click on the **My Chemeketa** icon.

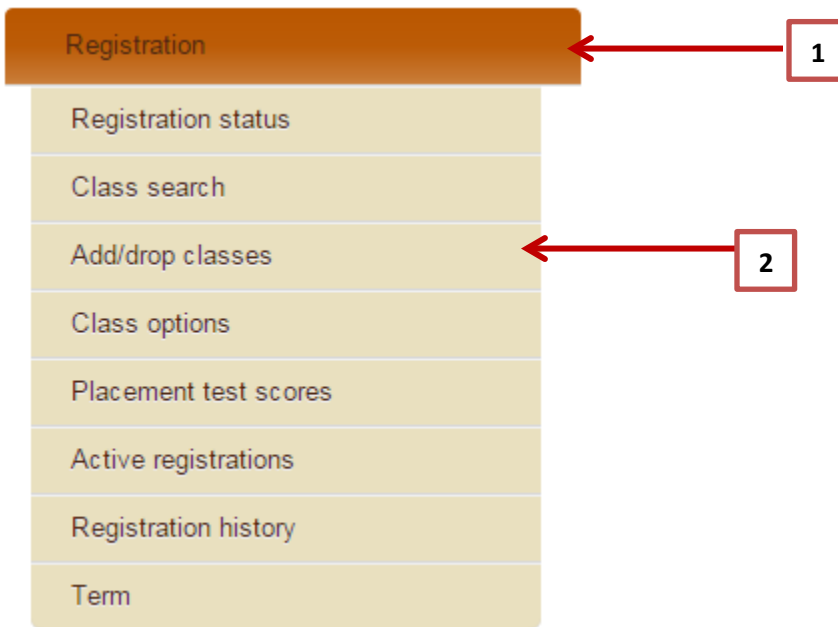


3. Once you click that icon you will see this home screen.

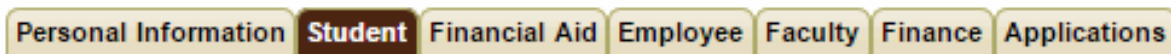


The column off to the right will be how you will navigate to complete the registration piece.

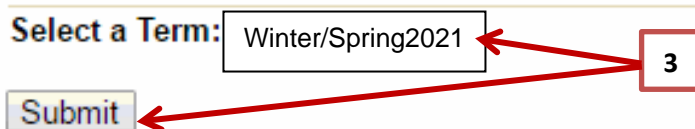
1. Click on Registration
2. Click on Add/Drop Classes



3. Select the correct term and submit



Select Term



4. Enter the CRN number given to you by your teacher and submit.

Add Classes Worksheet

CRNs

4

12345

Submit Changes Class Search Reset

To verify that you have successfully registered for your CCN courses you can go back to the My Chemeketa home screen, select registration and click on active registrations.

Registration

- Registration status
- Class search
- Add/drop classes
- Class options
- Placement test scores
- Active registrations
- Registration history
- Term