

OpenCCC - MPC College Instructions

This is a multi-step process where you will:

1. Obtain an OpenCCC Student ID number
2. Obtain a MPC Student ID number
3. Submit **both** Student ID numbers using the South Bay Registration Form or in the link provided by the class assistant

1. Please [click here](#) to begin the online registration process, then click on Apply:

The screenshot shows the top navigation bar of the MPC website. The bar is dark red with the MPC logo and 'MONTEREY PENINSULA COLLEGE' text. To the right are 'APPLY' and 'REGISTER' buttons. Below the bar is a teal navigation menu with links for 'ACADEMICS', 'ADMISSIONS', 'FINANCIAL AID', 'STUDENT SERVICES', 'STUDENT LIFE', 'ABOUT MPC', and 'I WANT TO...'. Below the menu is a white box with text about the 'Welcome to Monterey Peninsula' email. A red oval highlights a 'Begin Application Process' button. To the right is a sidebar with news items, including 'MPC Job and Career Fair'.

The screenshot shows a white box with instructions on the left and a screenshot of the 'Application to College' page on the right. The instructions say: 'Click on **Create an Account.** If you already have an OpenCCC account Click on **Sign In.**'. The 'Application to College' page has a heading 'Application to College' and text: 'Before applying to college you must first have an OpenCCC account. The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges. OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.' A red oval highlights the 'Create an Account or Sign In' button.

Follow the prompts to either create your new account or update an existing one. After creating a new account, you will receive an email from support@openccc.net that will include your new OpenCCC Student ID number. Save your OpenCCC logon and password. Should you apply for any other CA community colleges, you will be able to use them in this system.

2. The system will direct you to fill out the Application for Admission to MPC. If you are asked to choose a semester, enter the one as instructed or the current semester. If you are asked for a topic of study, choose one closest to the class in which you are enrolling; i.e., Admin of Justice or Law Enforcement. Review the application and submit. You will receive a confirmation page with the following information:

Your application for admission has been submitted to MPC. Thank you.

The email will also include your name, OpenCCC Student ID number, Term Applied, your email, submission date and confirmation number. Save a pdf version of the confirmation page for your records. The confirmation number is NOT your Student ID number.

Within 72 hours, you will receive an email from Admissions which will contain your new college Student ID number. If you do not receive the email, check your Spam folder.

3. Submit **both Student ID numbers** (Open CCC Student ID & MPC Student ID) using the South Bay Registration Form or in the link provided by the class assistant. If no contact is found, email to sbrpstc@theacademy.ca.gov.