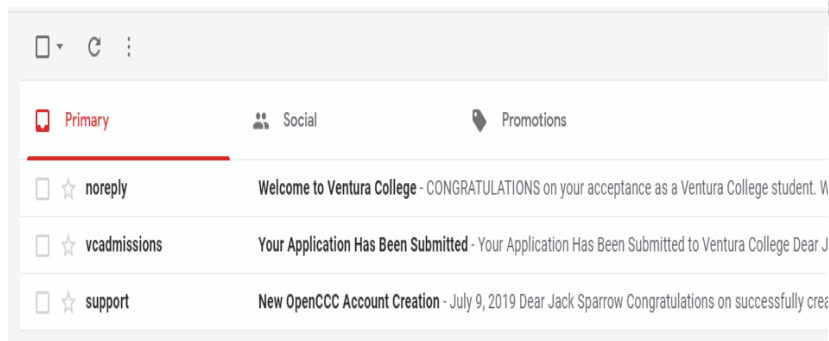




## Student Portal Set Up Instructions

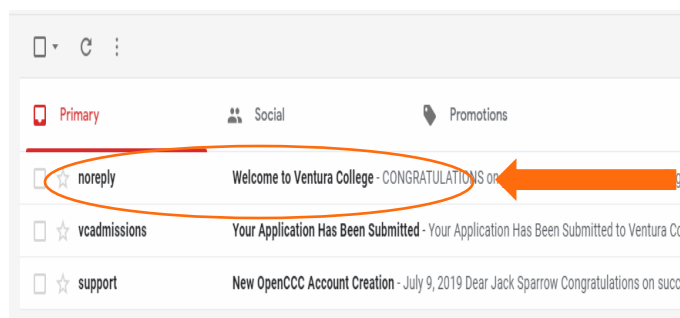
After you have submitted your application, you will receive 3 emails within 24 hours. Make sure you are **frequently** checking your personal email

**Note:** Sometimes it will go into JUNK or SPAM folder



1. Open the email that says **noreply – Welcome to Ventura College**. This email will provide your student ID called your #900 number, and a link to set up your **student portal**.

**Note:** The portal set up link will expire within 20 days, so get it done as soon as possible



This email will provide your student ID called your #900 number, and a link to set up your **student portal**.

Welcome to Ventura College Inbox x

noreply@vcccd.edu  
to FuturePirateFall2019

CONGRATULATIONS on your acceptance as a Ventura College student. We look forward to w

Your Student Identification number is: 900813229. Use this number to manage your information

Students must complete the following steps to set their course toward succe

SET UP YOUR MyVCCCD PORTAL ACCOUNT NOW

If you are a new student in the Ventura County Community College District,

[Start the MyVCCCD Setup Wizard](#)

You must set up your account within 10 days or this link will not work.

Based on the information submitted in your application for admission, you are being considered as

Next Step: [PLAN FOR SUCCESS!](#)

Our faculty and staff are dedicated to helping you achieve your academic goals. A comprehensive benefit from Assessment, Orientation (online), and Counseling. Participation in all of these will lea

[Assessment](#) allows us to guide you into the most appropriate English and/or math classes for your

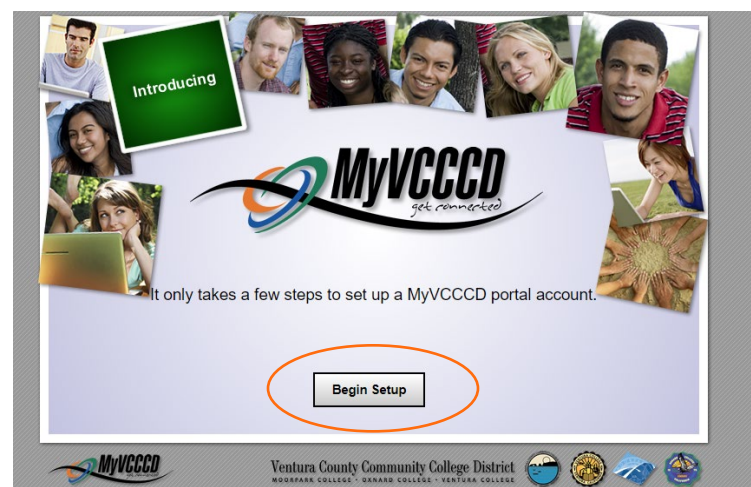
Through Orientation, new students are introduced to the many services offered by the college. The

Schedule an appointment with [Counseling](#) for advising and other success planning.

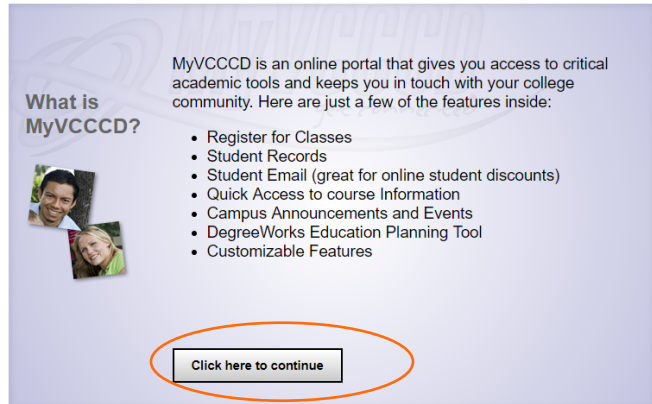
Priority Registration is given to students who Plan for Success. Use the link for the [schedule of co](#)

**Student ID:**  
**#900**  
**Take a**  
**picture or**  
**write it down**

2. Click on the **MyVCCCD Setup Wizard** link and follow the instructions on how to set up your student portal
3. Start set up by selecting **Begin Setup**



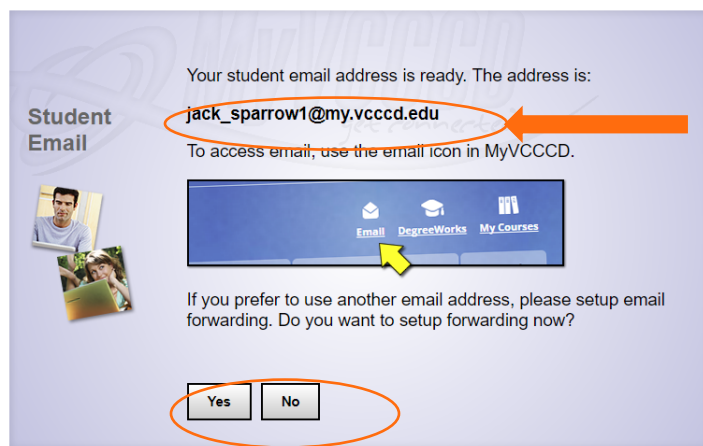
4. After reading through the brief overview select **Click here to continue**



5. On the screen below, you will be provided with your Ventura College student email, write it down or take a picture.

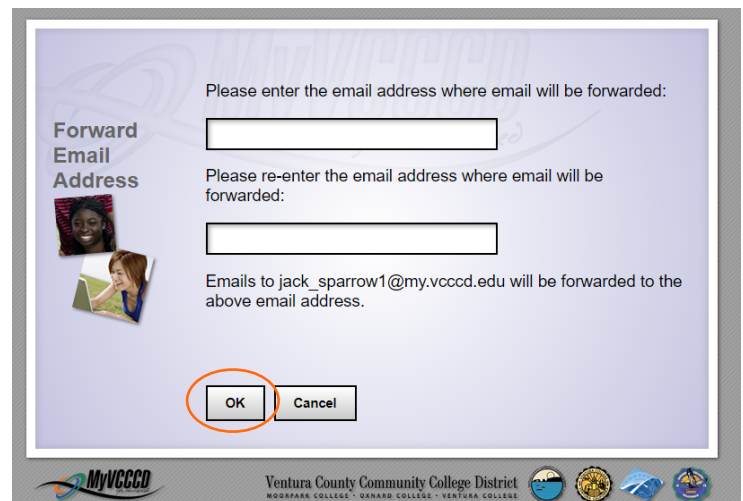
If you would like your college emails to be forwarded to your personal email, select **yes** below.

If not, just continue by selecting **no** and continue to **Step 7**.



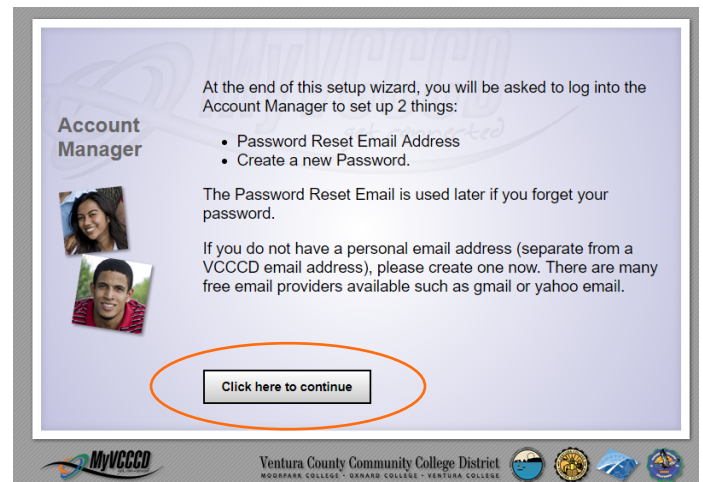
6. If you selected **yes** above, you will be prompted to the screen below. Enter your personal email and finish by clicking **OK**

**Note:** If it gives you an error about the email you are providing, press cancel and continue on. You can set this up at a different time

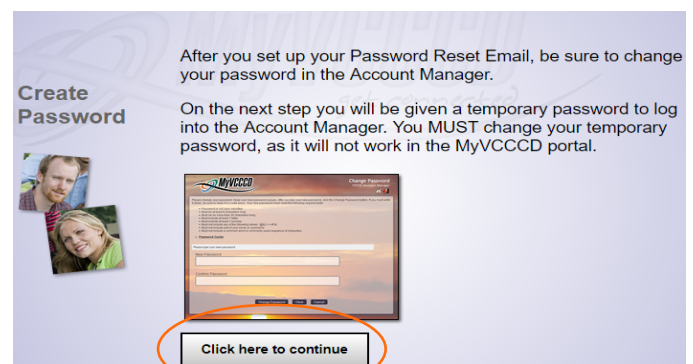


**Note:** Most Ventura college professors and departments, will only respond to, and accept emails from a @my.vcccd.edu student email address.

7. Continue the portal set up process by clicking **Click here to continue**



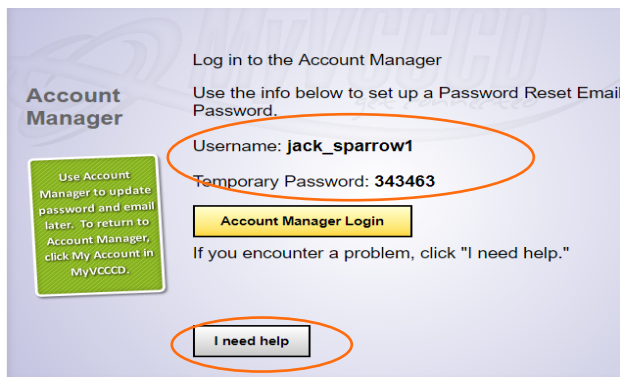
8. Make sure you create your own password after completing your portal set up with the given temporary password. (Reference step 16)



9. On the screen below, your MyVCCCD Student Portal username will be given, as well as a **temporary password** which you will use in the next step.

Click **Account Manager Login**

If your information is not working, make sure to click **I need help**



Log in to the Account Manager

Use the info below to set up a Password Reset Email Password.

Username: **jack\_sparrow1**

Temporary Password: **343463**

**Account Manager Login**

If you encounter a problem, click "I need help."

**I need help**

10. Sign in using your given **username** and **temporary password** on the previous screen



MyVCCCD get connected

Username

Password

**Login**

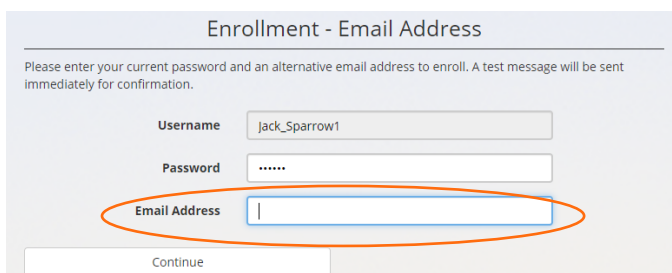
Forgot username?

Forgot password?

Sign up for an account

Student Support

11. Enter a personal email address you have access to as it will be used as a recovery email in case you forget your login information.



Enrollment - Email Address

Please enter your current password and an alternative email address to enroll. A test message will be sent immediately for confirmation.

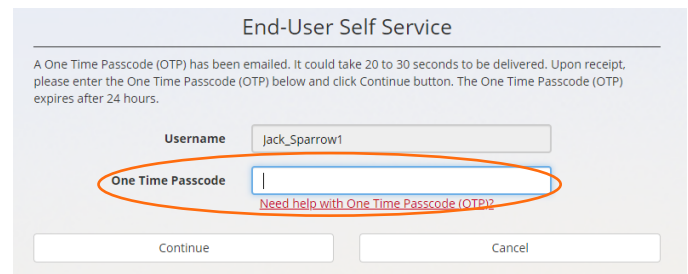
Username: Jack\_Sparrow1

Password: .....

Email Address

**Continue**

12. A one-time passcode will be sent to the personal email address you entered in the previous step. Make sure you enter that passcode in the box below.



End-User Self Service

A One Time Passcode (OTP) has been emailed. It could take 20 to 30 seconds to be delivered. Upon receipt, please enter the One Time Passcode (OTP) below and click Continue button. The One Time Passcode (OTP) expires after 24 hours.

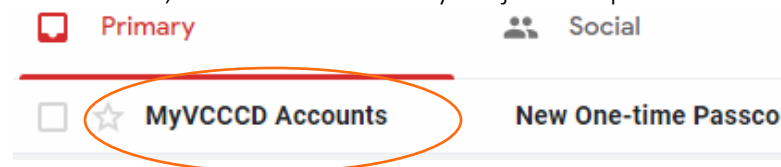
Username: Jack\_Sparrow1

One Time Passcode

**Need help with One Time Passcode (OTP)?**

**Continue** **Cancel**

13. Check your personal email inbox for this email below. If it is not in your inbox after a few minutes, make sure to check your junk or spam.



Primary Social

**MyVCCCD Accounts** New One-time Passcode

14. Once you locate the email, it should look like the image below.

Open it to find your one-time passcode and go back to the previous screen as in **Step 12** and enter the passcode.

## New One-time Passcode for Email Add

### MyVCCCD Accounts

to FuturePirateFall2019

Hello,

Here is your one-time use passcode: **009657**

Enter this value to continue enrolling your email address. You can

- Ventura County Community College District

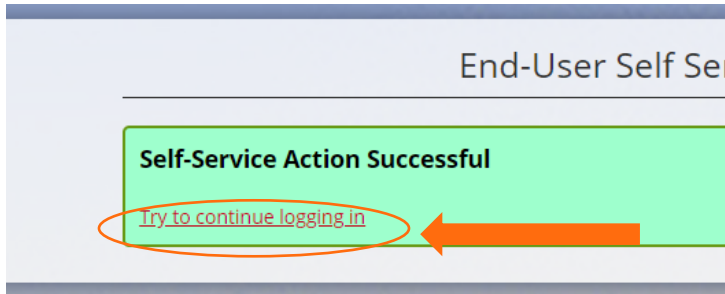
- Moorpark College

- Oxnard College

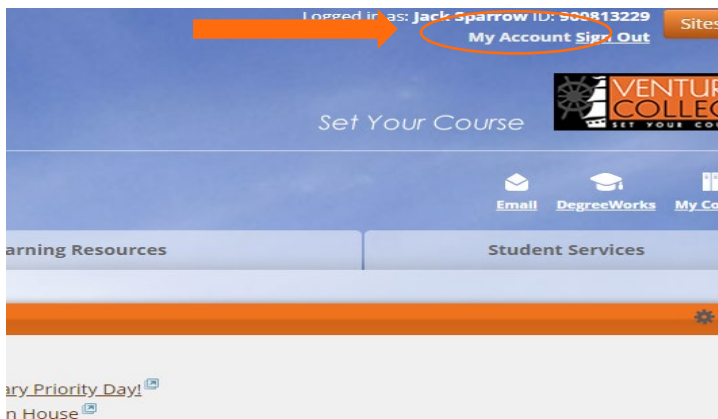
- Ventura College

15. Once you have correctly entered your one-time passcode and successfully set up your student portal, your screen should look like below.

Finalize your portal by clicking **Try to continue logging in**



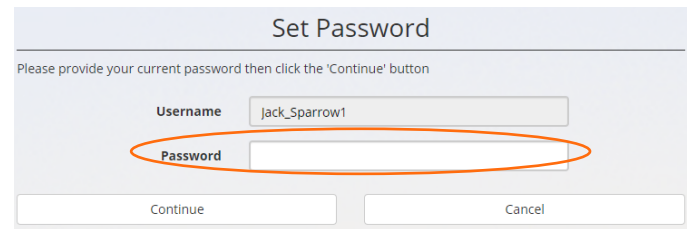
16. Once you are signed into your student portal, click on the **My Account** link to create your own password and no longer have to use the temporary password.



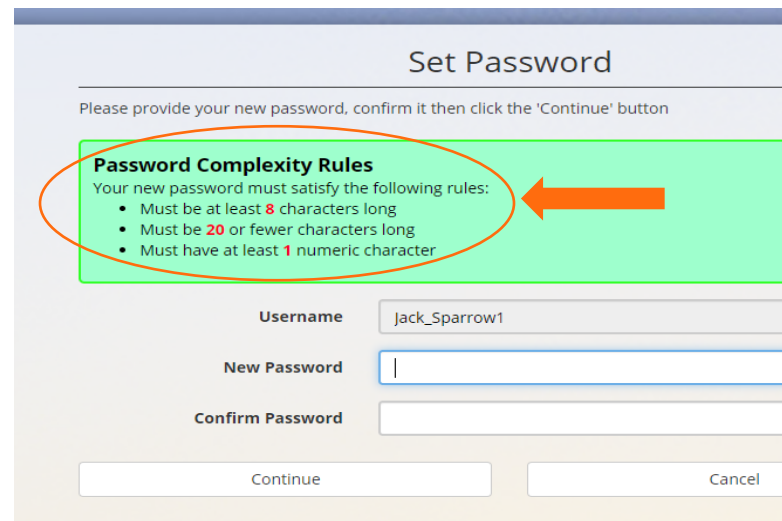
17. Click on the **Change your password now**



18. For this step, you will enter the temporary password given to you in **Step 9**



19. After entering your temporary password, you will be prompted to create your own password you will continue to use from now on



20. If your created password followed the rules, your new password should be saved and you have completed your MyVCCCD Student Portal set up. Write down or take a picture of your username and password for future reference

