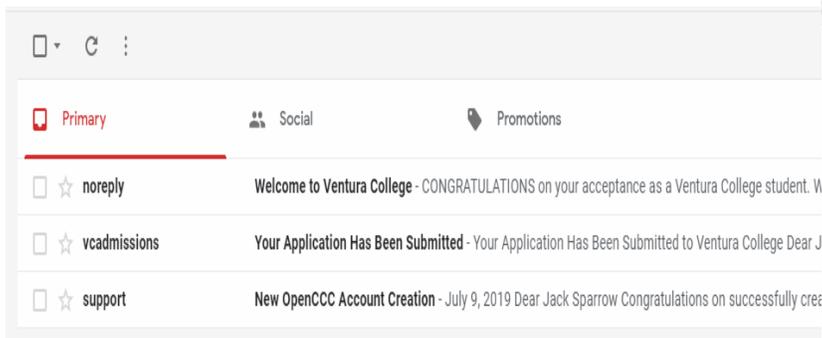




Student Portal Set Up Instructions

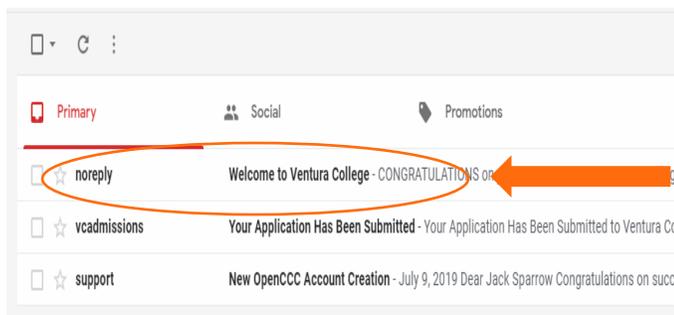
After you have submitted your application, you will receive 3 emails within 24 hours. Make sure you are **frequently** checking your personal email

Note: Sometimes it will go into JUNK or SPAM folder

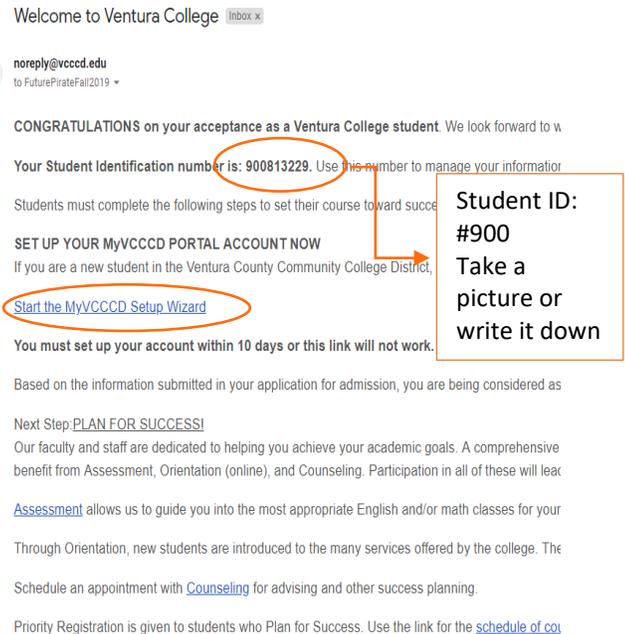


1. Open the email that says **noreply – Welcome to Ventura College**. This email will provide your student ID called your #900 number, and a link to set up your **student portal**.

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



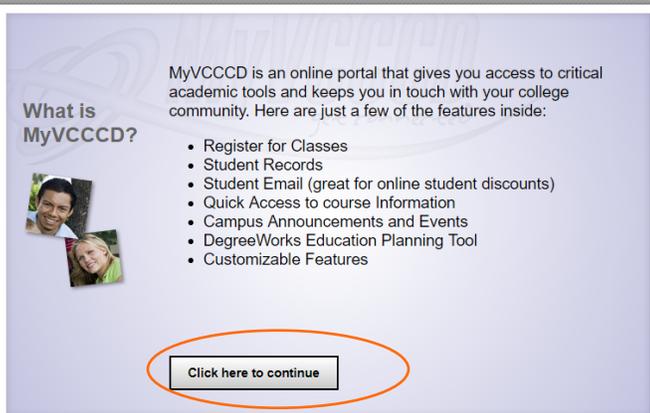
This email will provide your student ID called your #900 number, and a link to set up your **student portal**.



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**



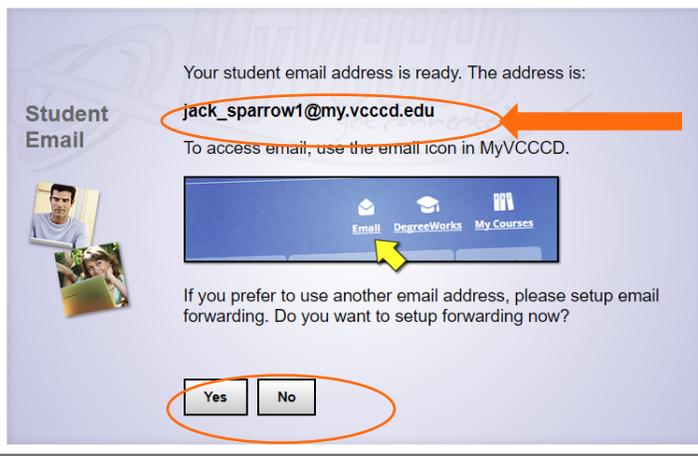
4. After reading through the brief overview select [Click here to continue](#)



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

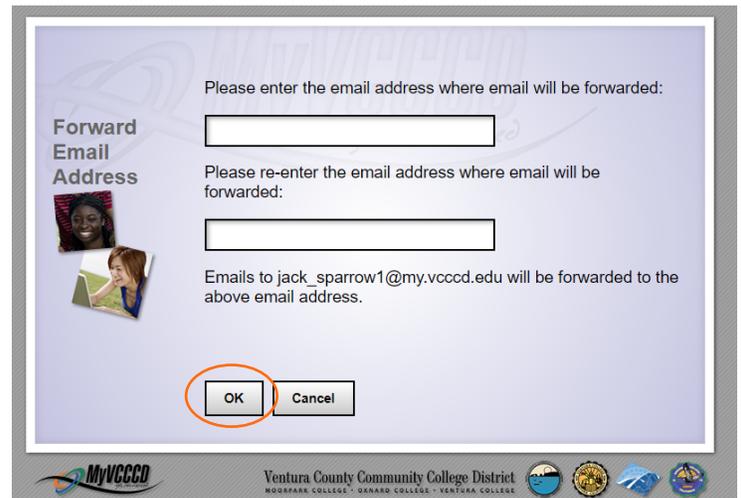
If you would like your college emails to be forwarded to your personal email, select **yes** below.

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



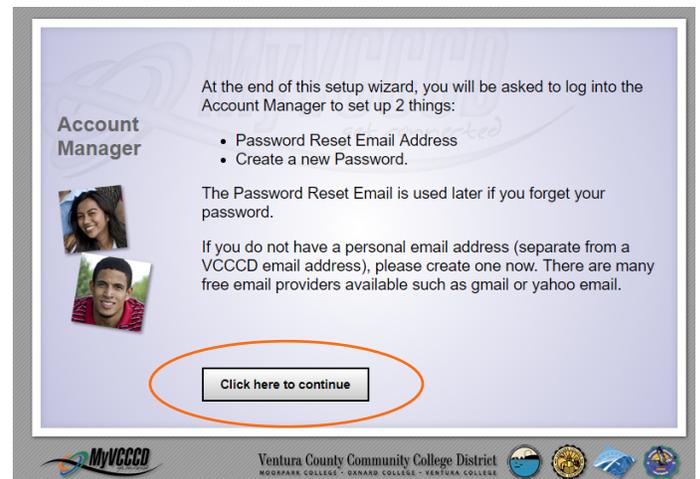
6. If you selected **yes** above, you will be prompted to the screen below. Enter your personal email and finish by clicking **OK**

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

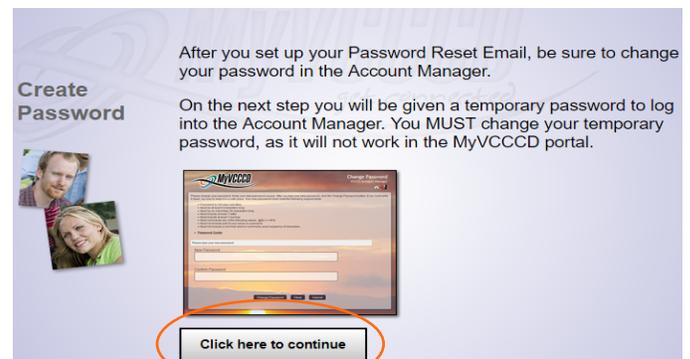


Note: Most Ventura college professors and departments, will only respond to, and accept emails from a @my.vcccd.edu student email address.

7. Continue the portal set up process by clicking [Click here to continue](#)



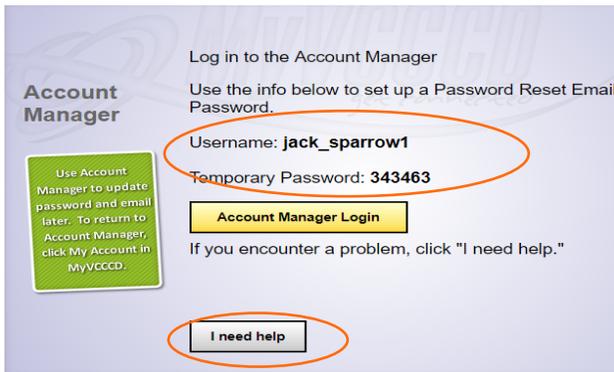
8. Make sure you create your own password after completing your portal set up with the given temporary password. (Reference step 16)



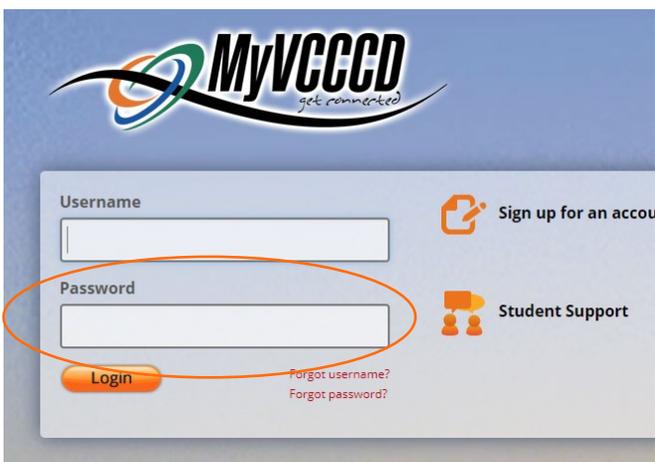
9. On the screen below, your MyVCCCD Student Portal username will be given, as well as a **temporary password** which you will use in the next step.

Click **Account Manager Login**

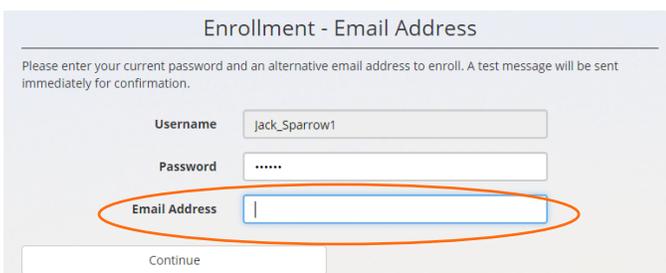
If your information is not working, make sure to click **I need help**



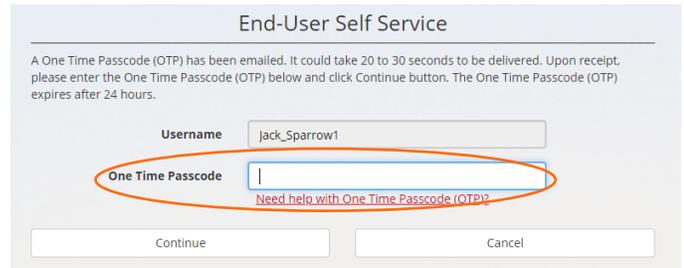
10. Sign in using your given **username** and **temporary password** on the previous screen



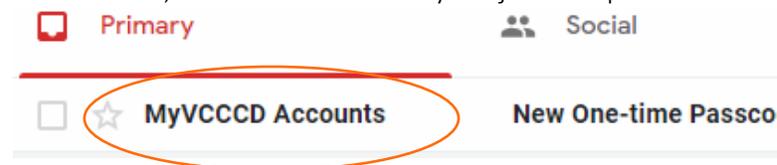
11. Enter a personal email address you have access to as it will be used as a recovery email in case you forget your login information.



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.



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.



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

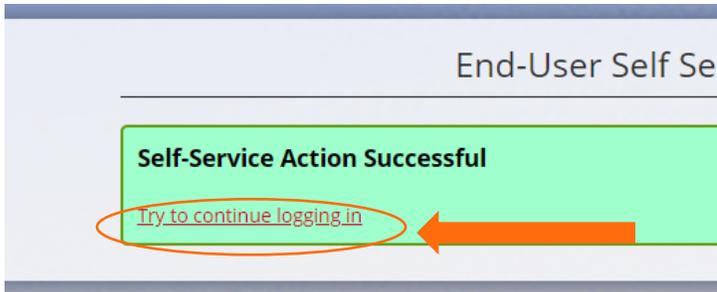
- Moorpark College

- Oxnard College

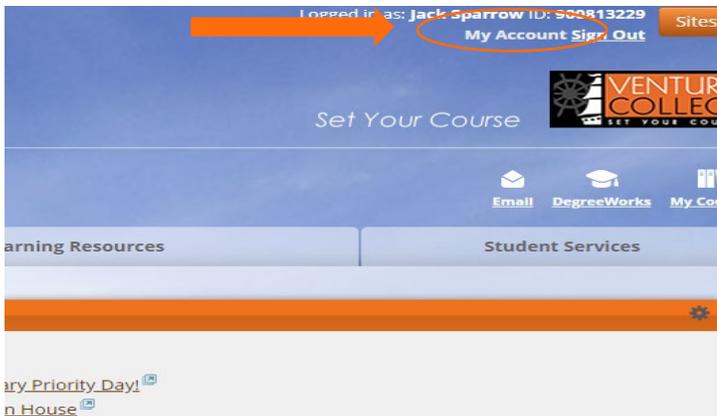
- Ventura College

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

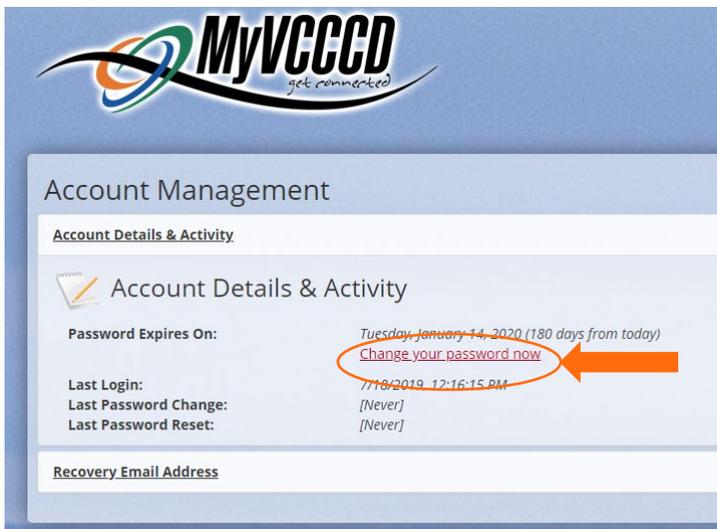
Finalize your portal by clicking **Try to continue logging in**



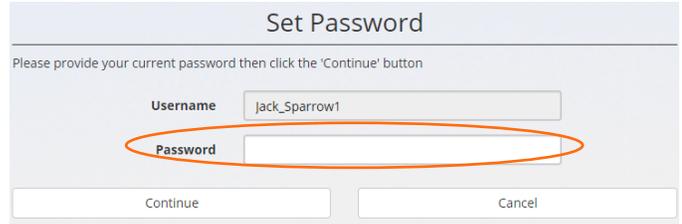
16. Once you are signed into your student portal, click on the **My Account** link to create your own password and no longer have to use the temporary password.



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

