Establishing a CCCOpen account/CCCID and Community College ID# for 1st time users for LMC only:

*If your course is articulated with DVC or CCC, you must apply at that college’s website. |

Go to www.dvc.edu or www.ccc.edu and complete their application process.

1. Go to www.losmedanos.edu and click on Future Students. Click on the button “New Students Steps”. Click on the “High School Senior” banner. Click on the banner #1 “Online Application”. Click on the banner #1 again “Apply to LMC”. This will take you to a page instructing you to create an OpenCCC account. Click on the link “Create an Account”. Go to the bottom button and click on “Begin Creating My Account” if it is your first time applying. When you receive your user name, password and CCCID store them in a safe and easily accessible place (We suggest your cell phone). Your CCCID is composed of 3 letters and 4 digits/numbers and will be required to create your enrollment on CATEMA. (effective academic year 2016-17).

   MY CCDID# __ __ __ __ __ __ (ADF3344 = example)

2. Login to your OpenCCC account. Click on the button “Start a New Application”. You must COMPLETE THE ENTIRE APPLICATION AND CLICK THE “SUBMIT” BUTTON!!! IF THE SUBMIT BUTTON IS NOT CLICKED, YOUR APPLICATION WILL NOT BE PROCESSED FOR REGISTRATION.

   You will receive a 7 digit, Community College Student ID# from the college within 24 hrs. SENT TO YOUR PERSONAL EMAIL, this student ID# will begin with a “0” or “1” and will be required to create your enrollment on CATEMA.

3. In order to receive a Student ID# from the college you must complete the ENTIRE enrollment process. A confirmation page will indicate you have completed all required information for enrollment and properly SUBMITTED your application. MY Student ID# is __ __ __ __ __ __ __.

4. Keep your CCCID and Community College Student ID (LMC) # in your cell phone for future reference. You will need this information to request a transcript or sign up for additional classes at the college of your choice.

Instructions for enrolling on the Contra Costa CATEMA System: Go to the CATEMA site:

www.catema.com/contracosta

1. Click on the New Student header = choose create an account.
2. Complete ALL the required information.
3. YOUR CCCID (composed of 3 letters and 4 numbers) is required on CATEMA (effective academic year 2016-17), in addition to your seven digit COMMUNITY COLLEGE STUDENT ID (LMC) # (beginning with a “0” or “1”).
4. If you are in an academy or career pathway course of study, say YES to an intent form.
5. If the information is correct, approve it and you will be issued a user name and password for the CATEMA system.
   a. MY CATEMA user name is ___________________. MY CATEMA password is ___________________.
6. On the next page, choose your high school, your instructor, and the period you are in the high school class and which articulated class that you are currently enrolled in.
7. At the bottom of the page after submitting, you should be able to see your enrollment record
8. If you are currently enrolled in two or more articulated classes, you will need to enroll in the second class and hit SUBMIT again.
9. You are finished – CONGRATULATIONS!!! 😊