

Student Name: _____ *****ALWAYS USE YOUR LEGAL NAME*****

1 **CREATE OR LOGIN TO YOUR CCCAPPLY ACCOUNT**

Applying to Los Medanos College for the 1st time?

- Create Your OpenCCC Account
- Go to the Los Medanos College Application page at: www.losmedanos.edu/new/new.aspx
- Click on Apply to LMC
- Click on Create an account (CCCAppl) and follow the instructions to **create your CCCApply account.**

Email* I am using to apply: _____ My OpenCCC password is: _____

**Use ONLY personal emails, NO school emails*

My OpenCCC Username is: _____ My CCCID# is: _____

Already Have an LMC ID#?

- Login To Your OpenCCC Account
- Go to the Los Medanos College Application page at: www.losmedanos.edu/new/new.aspx
- Click on Apply to LMC
- Click on Login with your CCCApply Username & Password or use the "forgot my username & password" buttons. You will need the email address that you used to create your CCCApply account.
- If needed, refresh your application for the desired semester

2 **APPLY TO LMC**

- After creating or logging into your CCCApply account, continue to the LMC application.
- Apply to LMC for the desired term* (Fall or Spring) and continue to complete the application.
***NOTE: In the "Education" tab be sure students select type of enrollment as "Enrolling in High School and College at the Same Time"**
- Await LMC Welcome email with your LMC student ID#, username & password. This email may take up to 24 hours to appear. Be sure to check your spam/junk folders.

3 **FIND YOUR LMC STUDENT ID#**

- An email from "noreply@insite.4cd.edu" will contain your new LMC Student ID# (7 digits), InSite Username & i& initial InSite password.

My LMC Student ID# is: _____

My LMC InSite Username is: _____

My New InSite Password is: _____

*****Logging into InSite will prepare students to take actual college courses at LMC, but isn't necessary to register for CATEMA*****

LOG INTO YOUR INSITE PORTAL *****Logging Into InSite Is Optional for CATEMA Students*****

- Go to your personal email & locate LMC Welcome email with your LMC student ID#, username, & password
- Log into your InSite Portal (www.losmedanos.edu & click the InSite button)
- Enter your InSite username & password (first time password only will be your 6-digit birthday)
- You will be prompted to create a new password & create challenge questions

4 **REGISTER IN CATEMA**

- Go to www.catema.net/contracosta and from the grey navigation bar at the top of the page, click on New Students & Create Account
- **Create your CATEMA account using your legal name, CCCID# & LMC Student ID#**
- Create a new Enrollment Record, choosing your teacher, class & class period, click the submit button
- Your teacher will "approve" your enrollment and you will see the class in your student class list in CATEMA

My CATEMA Username is: _____

My CATEMA Password is: _____

Resources: www.losmedanos.edu/helpvideos (LMC application & InSite Login only)

www.losmedanos.edu/highschool/articulation

OpenCCC IT Help Desk: 877-247-4836

www.losmedanos.edu/earlycollegecredit

LMC IT Help Desk: 925-229-6888