



# CCCApply NonCredit Application Tutorial

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This document is a tutorial to help you fill out the application on the CCCApply website.

This is not an application. If you'd like assistance completing the application, text **APP HELP** to **(510) 330-1817**, email [success@calbright.org](mailto:success@calbright.org) or call (toll free) **1-833-956-0225**.

**Live support is available:**

- Mon-Fri: 9am-8pm
- Sat: 8am-5pm, closed Sun

## CCCApply Noncredit Application

This is the first page you will see after clicking “Apply Now” on the Calbright website.



There are two steps to applying to Calbright. First, you will create an OpenCCC account. This account will be your portal to the entire CA Community Colleges system. Next, you will complete an application for Calbright College.

## Noncredit Application for Admission to College

**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 Chancellor's Office. The information in your account is kept private and secure.

Click here to create your OpenCCC account -->

[Create an Account](#) or

[Sign In](#)

If you already have an OpenCCC account, click “Sign In” and proceed from there. You may skip ahead to the section in this tutorial where you see “Welcome to the Application for Admission to College.”

# Create Your Account

Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.

## Email

[Use mobile phone instead](#)

Email My Verification Code

[Back to Sign In](#)

Cuando haces clic en ese boton, se traduce el texto flotante que aparece cuando escribe adentro de ciertas campos de texto. No se va a traducir la forma completa. Si quiere asistencia en llenar estas formas, favor de mandar un email a: [success@calbright.org](mailto:success@calbright.org)

If you would prefer to use your mobile phone number instead of an email address, click [here](#).

Click here, and a verification code will be sent to your email address. You'll need to enter the code to create your account.

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

# Create Your Account

Enter your mobile phone number to begin creating your California Community Colleges student account. You will receive a code via text message to verify your identity and keep your account secure.

If you choose to create your account with your mobile phone number, your verification code will be texted to you.

## Mobile Phone

For international numbers insert + before country code

[Use email instead](#)

Text My Verification Code

[Back to Sign In](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

# Verify Your Account

A verification code has been sent to [REDACTED]. Please enter the verification code to verify your account. If you did not receive the code in your inbox, check your spam or junk folder.

## Verification Code

Verify Email

Didn't receive an email? [Resend email](#)  
[Back to Sign In](#)

# Contact Information

In this section, enter your email address and phone number.

## What

Create a secure California Community Colleges account.

## Why

A California Community Colleges account will save your progress for future sessions.

## How Long

3 steps

(Estimated 2 minutes remaining)



**Step 1 Contact Information**

Please enter your Contact Information in the following fields.

\* Required field

**Email Address \***

**Confirm Email Address \***

**Primary Phone Number**

For international numbers insert + before country code

**Phone Type**

Mobile ▾

I agree to the [Terms of Use](#) and to receive emails at any email address I have provided or may provide in the future, from any entity associated with my application process, including but not limited to my designated schools and programs.

**Are you currently homeless? \***

Yes  No

Please agree to the Terms of Use and fill all required fields in Step 1 to continue to the next step.

**Next >**

You are asked to enter your email twice to help make sure you don't make a mistake, and then end up with the wrong email in your account.

Providing your phone number is optional.

If you are currently unhoused, and have been living in CA for 1 year or longer, you meet residency requirements. Please check this box and then confirm your choice on the pop-up screen.

## Permanent Address

Please note that Calbright only accepts applicants who are CA residents. You may qualify as a CA resident if you have been living in the state of CA for 1 year or longer.

Are you currently homeless? \*

Yes  No

Country \* ⓘ

United States

Zip Code \*

Street 1 \*

Street 2

city \*

State \*

Step 2 Personal Information

Enter your permanent CA address in the appropriate fields.

If your permanent address is outside of CA, but you have been living in CA for 1 year or more, you may still be eligible. Please contact [success@calbright.org](mailto:success@calbright.org) for help completing your application if your permanent address is outside of CA.

## Legal Name / Date of Birth

In this section, you enter your legal name, date of birth, and a preferred name if you have one.

**Step 1** Contact Information

**Step 2** Personal Information

\* Required field

Legal First Name

Legal Middle Name

Legal Last Name \*

Suffix

Preferred Name

Date of Birth \* ⓘ

Confirm Date of Birth \*

**Next >**

You are asked to enter your date of birth twice to help make sure you don't make a mistake, and then end up with the wrong date in your account.

# Password

# Create Profile

## What

Create a secure California Community Colleges account.

## Why

A California Community Colleges account will save your progress for future sessions.

## How Long

3 steps

(Estimated 2 minutes remaining)



### Step 1 Contact Information

### Step 2 Personal Information

### Step 3 Credentials

Password must:

- not contain your name
- be at least 8 characters in length
- contain at least one uppercase letter
- contain at least one lowercase letter
- contain at least one number
- contain at least one of the following special characters (!, @, #, \$, %, ^, & or \*)

**Password**

**Confirm Password**

Create Account

In this section, you will choose a password, for your account.

# Password

## Create Profile

### What

Create a secure California Community Colleges account.

### Why

A California Community Colleges account will save your progress for future sessions.

### How Long

3 steps

(Estimated 0 minutes remaining)



#### Step 1 Contact Information

#### Step 2 Personal Information

#### Step 3 Credentials

Password must:

- ✓ not contain your name
- ✓ be at least 8 characters in length
- ✓ contain at least one uppercase letter
- ✓ contain at least one lowercase letter
- ✓ contain at least one number
- ✓ contain at least one of the following special characters (!, @, #, \$, %, ^, & or \*)

Password

Confirm Password

Create Account

# Start A New Application



## My Applications

Start a New Application

Once you have created your OpenCCC account, the next step is to complete the application for Calbright College. Click **“Start a New Application”** to begin!

### In-Progress Applications

Below are applications you have started but have not yet submitted. You can resume or delete individual applications at any time.

App ID	College	Type	Started	Paused	Last Page	Resume	Trash
23248290	Calbright College	Noncredit	March 21, 2022	March 21, 2022	Submission		

If you need to return later to complete your application, your progress will be saved under **My Applications => In-Progress Applications**.

### Account Information

**Important:** Please carefully review your account information for accuracy. This information is passed to the college with your application.

#### Legal Name & Address

[REDACTED]  
[REDACTED]  
Los Angeles, CA 90026

#### Phone:

Email: [REDACTED]

Preferred Method of Contact: email

Homeless: No

Birthdate: March 23, 1999

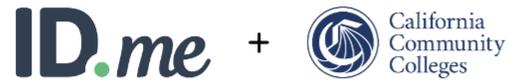
Edit My Account

Click here to see the personal information you provided for your OpenCCC account. Your information will appear without taking you away from this step in the application.

In this section you will either verify your identity, using a valid U.S. identification document, or postpone verification.



[Cambiar a Español](#)



## Verify Your Identity

The California Community Colleges has partnered with ID.me to protect your identity and streamline the admissions process.

### Why verify my identity?

Verifying your identity prevents others from **using your personal information** to apply to college.

Verifying now will also enable your college to move you through the **admissions process faster**.



### What to expect:

- 1 Redirecting you to the ID.me website
- 2 Verifying your identity with [primary](#) or [secondary](#) documents
- 3 Returning you to your community college application

Verify Now

Verify Later

[Learn More](#)

ID.me is a trusted partner of the California Community Colleges. Your legal status **will not affect** your opportunity to verify your identity.

If you choose to verify later, you'll be reminded each time you apply to a college.

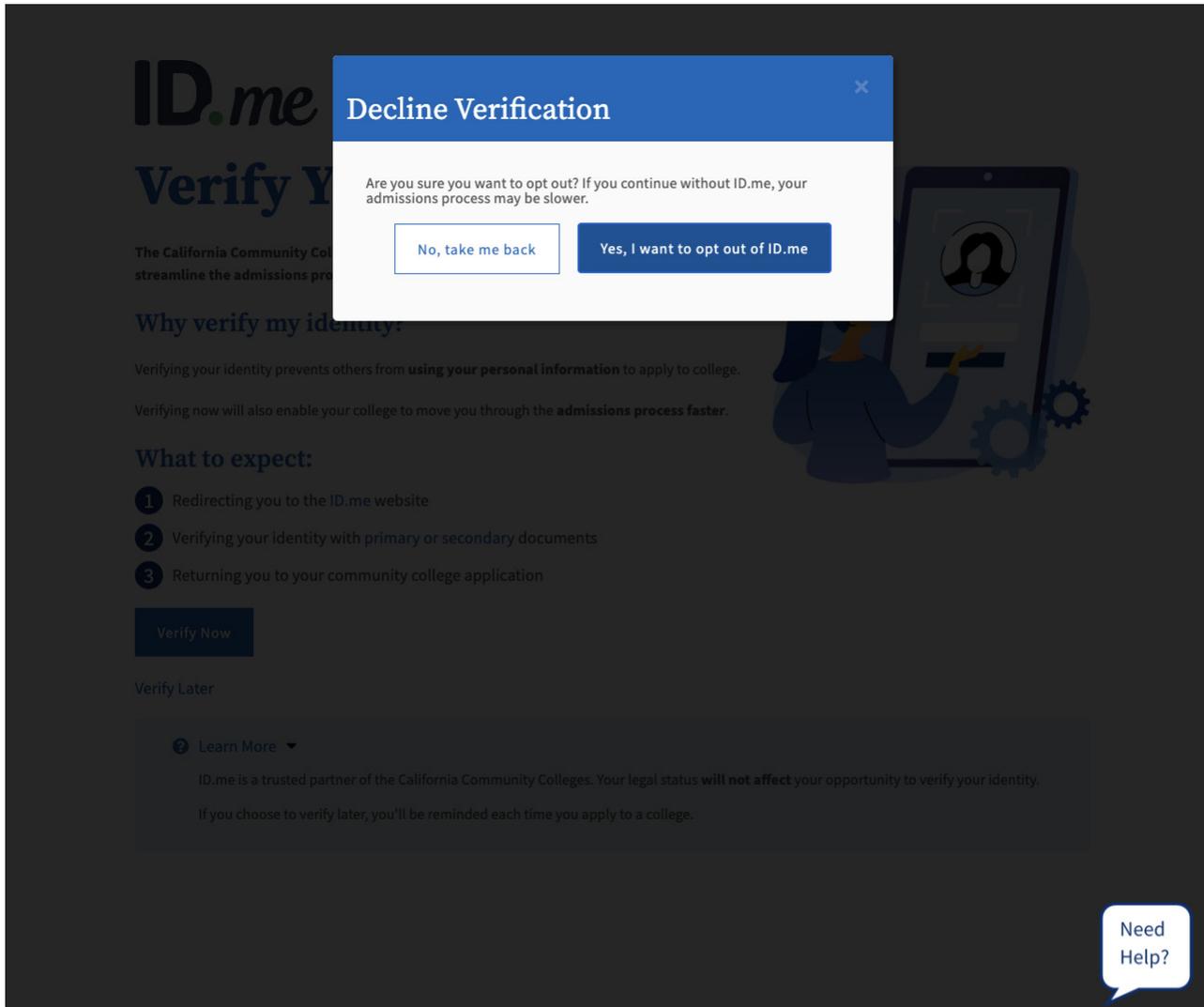
Need Help?

Click "Verify Now" to begin the process of verification.

If you would prefer to not verify your identity, or to verify it at another time, click "Verify Later."

## Decline Verification

In this section you will confirm your choice to postpone the verification of your identity.



The screenshot shows the ID.me website with a modal dialog box titled "Decline Verification". The dialog box contains the following text: "Are you sure you want to opt out? If you continue without ID.me, your admissions process may be slower." Below this text are two buttons: "No, take me back" and "Yes, I want to opt out of ID.me". The background of the website is dark and partially obscured by the dialog box. The website text includes "ID.me Verify Your Identity", "The California Community Colleges streamline the admissions process", "Why verify my identity?", "Verifying your identity prevents others from using your personal information to apply to college.", "Verifying now will also enable your college to move you through the admissions process faster.", "What to expect:", "1 Redirecting you to the ID.me website", "2 Verifying your identity with primary or secondary documents", "3 Returning you to your community college application", "Verify Now", "Verify Later", "Learn More", "ID.me is a trusted partner of the California Community Colleges. Your legal status will not affect your opportunity to verify your identity.", "If you choose to verify later, you'll be reminded each time you apply to a college.", and a "Need Help?" button.

1. To confirm your choice to decline verification, click "Yes, I want to opt out of ID.me."
2. To return to the ID.me start page, click "No, take me back."

## Verification Status

In this section, you will view your identity verification status.

### Date of Birth

Date of Birth \* 

02/01/1982 

Confirm Date of Birth \*

02/01/1982 

### ID Verification

Verification Status Unverified

Verify with ID.me Now →

Change password

Cancel

Save

In this example, the applicant's identity status is "Unverified."

**NOTE: YOU DO NOT HAVE TO VERIFY YOUR IDENTITY TO ENROLL IN CALBRIGHT PROGRAMS.**

If you would like to verify your identity with ID.me at any point in the future, return to this page and click "Verify with ID.me now."

# ID.me Account Creation

In this section, you will create an ID.me account.



**Sign in to ID.me**

New to ID.me?  
[Create an ID.me account](#)

Email  
Enter your email address

Password  
Enter password

Remember me  
For your security, select only on your devices.

Sign in

[Forgot password](#)

OR

[View more options](#)

Click on "Create an ID.me account" if you have chosen to verify your identity.

# Creating your ID.me account

Creating an ID.me account gives you a single sign-in to access your benefits, services, and exclusive discounts. This article explains where to go before you create your ID.me account and how to set it up.

### IN THIS ARTICLE

Before creating your ID.me account

1. Start at the website you're verifying for
2. Find the ID.me button
3. Create your ID.me account

## Before creating your ID.me account

- You can only have one ID.me account associated with you as an individual. It's similar to having one driver's license or Social Security number. If you accidentally create a second ID.me account, visit [I have more than one account](#).
- Use your account for both work and personal use. For example, use your account to both access federal and state benefits and to get discounts through ID.me Shop. Other examples:
  - **Work** – Sign in to your IRS Business Tax Account (BTA) to view your business tax information or to the Department of Veterans Affairs to enroll for Electronic Funds Transfer (EFT).
  - **Personal** – Sign to access your tax return information and to get discounts through [ID.me Shop](#).
- You can have several email addresses connected to your ID.me account. If you'd like to use your account for both personal use and for work, [add more email addresses](#) to your account.

To view the ID.me Help Guide, go to:  
<https://calbright.cc/4bo4zwO>

## Application Admission Progress - Enrollment Information

This is the start of your application to Calbright College. In this section, you will enter enrollment information.

<b>Enrollment</b> <span>1</span>
Profile
Education
Needs & Interests
Demographic Information
Supplemental Questions
Submission

You can click the "Save" button at the end of each application section to save your responses up to that point, if you need to stop and finish later. To resume your application, log back into OpenCCC at: [calbright.cc/finish-app](https://calbright.cc/finish-app) and follow the prompts to "Resume" your application.

Calbright College - Noncredit Application

### Welcome

#### Enrollment Information

Term Applying For ? "Term Applying For" select the current term.

-- Select -- ▼

Educational Goal ? "Educational Goal" has many options in the dropdown menu. Choose the most appropriate answer according to your personal education goals.

-- Select -- ▼

Intended Major or Program of Study ? "Intended Major or Program of Study" has only one option in the dropdown menu. Select "Calbright Programs"

-- Select -- ▼

**Save** **Continue** >

When you are ready to move to the next section, click "Continue"

Enrollment	✓
Profile	◐
Education	
Needs & Interests	○
Demographic Information	○
Supplemental Questions	○
Submission	

Each section you complete will be marked with a check.

In some sections, the blue circle is replaced by a partly filled circle indicating actions are awaiting completion.

## Account Information - Previous Name and Current Mailing Address

### Previous Name

Do you have a **previous legal name** that was used on legal documents or education transcripts?

Yes  No

If you have a previous name, choose yes here. More fields will appear for you to enter that information. If you do not have a previous name, choose no.

### Current Mailing Address

My mailing address is the same as the Permanent Address in my OpenCCC Account above [?](#)

My current mailing address is **outside the United States** [?](#)

Street Address [?](#)

Include apartment number or suite

City [?](#)

State [?](#)

Zip Code [?](#)

Check this box if your mailing address is the same as the permanent address you provided for your OpenCCC account.

If your permanent address is outside of CA, but you have been living in CA for 1 year or more, you may still be eligible. Please contact [success@calbright.org](mailto:success@calbright.org) for help completing your application if your permanent address is outside of CA.

If your mailing address is different than what you provided for your OpenCCC account, enter it here in the appropriate fields.

# Education

Calbright College | Term: Open Enrollment for all Calbright Programs

| Application #: NC-23157790

## Education

### College Enrollment Status

As of July 01, 2021, I will have the following college enrollment status: ?

-- Select enrollment status --

### High School Education

High school education level as of July 01, 2021 ?

-- Select enrollment status --

### Last School Attended ?

--- Select Last School ---

Save

Continue



**Please note:** The options you see on your screen in this section may vary based on what you select for College Enrollment Status, or if you have previously entered college education information on an application to another California Community College that is stored in your OpenCCC account. Reach out to [success@calbright.org](mailto:success@calbright.org) if you want assistance with options not shown here.

Once you make a selection under "High school education" additional fields will appear below. Please complete all questions.

**Please note:** If you select something other than "I attended high school" your options in this section may look different. Reach out to [success@calbright.org](mailto:success@calbright.org) if you want assistance with options not shown here.

## High School Education

High school education level as of July 01, 2021 [?](#)

Received high school diploma from U.S. school ▼

High school completion date [?](#)

Month

-- Select -- ▼

Day

-- Select -- ▼

Year

If you don't know the exact date of your high school graduation or completion, give your best estimate. A date is required to progress to the next section.

Did you receive your diploma, GED, or certificate in **California**? [?](#)

Yes  No

Have you attended high school in California for three or more years? [?](#)

Yes  No

## Last School Attended [?](#)

I attended an adult school 

Country [?](#)

United States of America (the) 

State [?](#)

-- Select a State -- 

Enter the name or city of the last school or homeschool you attended. Then make a selection from the list. [?](#)

When you type the name of your last school in this field, a list will appear. Click on your school when you see it. If it's not listed in the dropdown, you'll have an opportunity to enter it in manually.

## Needs & Interests

### Main Language

Are you comfortable reading and writing English?

Yes  No

### Financial Assistance

Are you interested in receiving information about money for college?

Yes  No

Are you receiving TANF/CalWORKs, SSI, or General Assistance?

Yes  No

Reminder that Calbright programs are no cost, and there are no textbook or certification exam fees!

## Athletic Interests

In this section, you will enter information about athletic interests (not applicable for Calbright).

### Athletic Interest

Are you interested in participating in a sport while attending college? 

(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)

- Yes, I am interested in one or more sports, including the possibility of playing on an [intercollegiate team](#).
- Yes, I am interested in [intramural or club sports](#), but not in playing on an intercollegiate team.
- No, I am not interested in participating in a sport (beyond taking P.E. classes).

You may select whichever option you like. Please note, however, that Calbright is focused on helping you earn industry-recognized certifications and does not have sports programs.

# Programs & Services

## Programs & Services

Check the programs and services in which you are interested. (Not all college campuses offer every program and service listed.)

- Academic counseling/advising
- Basic skills (reading, writing, math)
- CalWorks
- Career planning
- Child care
- Counseling - personal
- DSPS - Disabled Student Programs and Services
- EOPS - Extended Opportunity Programs and Services
- ESL - English as a Second Language
- Health services
- Housing information
- Employment assistance
- Online classes
- Re-entry program (after 5 years out)
- Scholarship information
- Student government
- Testing, assessment, orientation
- Transfer information
- Tutoring services
- Veterans services

Check the boxes next to the programs and services you are interested in. You may check as many as you like.

## Demographic Information

In this section, please enter your demographic information.

### Gender/Transgender

This information will be used for state and federal reporting purposes. It is optional and voluntary and will not be used for a discriminatory purpose. "Gender" in this context, means a person's sex, or a person's [gender identity](#) and [gender expression](#).

Gender [?](#)

Do you consider yourself [transgender?](#) [?](#)

### Sexual Orientation

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.

- This information is used for summary demographic reporting and will not be used for a discriminatory purpose.
- Your responses are kept private and secure.
- Providing this information is optional.

Please indicate your [sexual orientation](#) [?](#)

Answering these questions is optional, and helps us better support you. Click on blue underlined text to open the glossary.

## Parent/Guardian Educational Levels

Regardless of your age, please indicate the education levels of the [parents and/or guardians who raised you](#).

Parent or Guardian 1 

-- Select Education Level --



Parent or Guardian 2 

-- Select Education Level --



Click the arrows for a drop down menu of choices, and choose the one that is most applicable.

## Race/Ethnicity

Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data.

Check the box below if you identify as Hispanic or Latino. If you indicate that you are Hispanic or Latino, you will have the option to select more specific ancestry groups.

Are you Hispanic or Latino?

Yes  No

Check all of the ethnicity, nation, and ancestry groups that you identify with. When you select a major ethnicity group, you will have the option to select more specific ancestry groups. Select all that apply.

- Asian
- American Indian or Alaska Native
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Middle Eastern or North African
- White

Choose the options that best fit your racial identity.

## Supplemental Questions

In this section, you will answer Calbright College-specific questions to help us better serve you.

### Current Employment

How many jobs do you have right now?

-- Select --



How many hours per week are you currently working?

Calbright College strives to connect its students with state and CA Community Colleges system services they may qualify for. So we can best serve and support you, please select any/all of the following that apply to your personal background:

- Responsible for the care of dependent children or adults
- Immigrant
- Military veteran
- Experienced recent job loss or reduction in hours/wages
- Formerly incarcerated

## Supplemental Questions

### Why are you interested in enrolling at Calbright? (select all that apply)

- Calbright's fully-online programs are easier for me to access.
- Calbright programs focus on skills-based job training.
- Calbright's programs are affordable.
- My work schedule won't allow for a traditional class schedule.
- My caregiving responsibilities (for children, parents, etc) won't allow for a traditional class schedule.

Other reasons

### Please indicate the best time(s) for Calbright staff to reach you.

- Weekday Mornings (8am - 12pm)
- Weekday Afternoons (12pm - 5pm)
- Weekday Evenings (5pm - 8pm)
- Weekends (10am - 4pm)

Feel free to let us know what brings you to Calbright and what times you're most available to help us understand how and when to best support you!

## Supplemental Questions

Please indicate your preferred method(s) for Calbright staff to reach you.

- Email
- Phone Call
- Text Message

## Acceptable Use Policy

- I have read and agree to the Calbright College Electronic Acceptable Use Policy:  
[calbright.org/acceptable-use](http://calbright.org/acceptable-use)

How do you prefer to be contacted?

Please also acknowledge our Electronic Acceptable Use Policy. Calbright offers access to our Lending Library so if you have a need for a device or help accessing internet, let your counselor know when you finalize your enrollment! You'll have an opportunity to do this in Orientation, which you'll be invited to, after you submit this application.

## Submission

In this section, you have an opportunity for a final review before submitting your application.

### Review Your Responses

[Save as PDF](#)

We recommend that you review your responses to ensure you've provided complete and accurate information.

[Review My Application](#)

If you'd like to keep a copy of your application responses on your device, click here to download a PDF.

### Request for Consent to Release Information

I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described below. To learn more about how your personal information is stored and used, see the [Privacy Policy](#). ⓘ

- To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;
- To data matching services to measure student success in transferring to four-year colleges or universities;
- To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;
- To the California Student Aid Commission to facilitate the award of financial aid; and
- To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.

I consent

I do not consent

Read details about why and how California Community Colleges would like to release information in order to better offer you programs and services, then decide if you consent to this usage or not.

## Submission

In this section, please electronically sign your application, then submit!

### Submit Your Application

You are about to submit your application to Calbright College.  
NO CHANGES can be made to your application once it is submitted.

California state law\* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply Privacy Policy.

\* Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.

By Checking here, I, [REDACTED] declare that: ?

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that all materials and information submitted by me for purposes of admission become the property of Calbright College.

By Checking here, I, [REDACTED] acknowledge understanding that: ?

- Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books & supplies, transportation, and room and board expense.
- I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.
- Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.

Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at [www.icanaffordcollege.com](http://www.icanaffordcollege.com), and on most college websites.

Submit My Application

Checking these two boxes is your electronic signature for the application.

When you have reviewed your application and feel certain all information is correct, click "Submit My Application"



# Congratulations!

If you followed the steps in the tutorial and submitted your application on the CCCApply website, you have completed your application to Calbright College. You will get an email soon with your unique Calbright College email, account login credentials, as well as more information about next steps on how to start Orientation.

**We're rooting for you!**



California  
Community  
Colleges

Online Community  
College District