

## CCP NEXT STEP REFERENCE GUIDE



### ACTIVATE YOUR MYNSCC ACCOUNT

- Visit Northweststate.edu and click on MyNSCC at the top of the screen.
- Choose **Activate Account**.
- Select **Verify Account** and use your **N#**, last 4 digits of your SSN, and DOB to complete the requirements.
- After submitting, choose a method to verify (email or phone number). After you receive your code, create your password and finish setup.
- Your **Username is your Northwest State email**.



### ACCESS YOUR NSCC EMAIL ACCOUNT

Visit Northweststate.edu and click on the **email icon**. Password will be the same as the one you created when you activated your MyNSCC account.

The following next steps **MUST** be complete in Sakai to register for classes. Log in to your MyNSCC – Click tools and resources in the top right– Click Sakai



### CCP ADVISING & ORIENTATION WORKSHOP **20 MINUTES**

In your account, select **CCP Advising & Orientation Workshop** under the checkerboard icon in the upper right hand corner. From the menu on the left, click on **course content**. After finishing the orientation, be sure to submit the **confirmation quiz** to complete the requirement. You must receive a **70%** to pass the Workshop.



### ONLINE LEARNING READINESS ASSESSMENT (OLR) **20 MINUTES**

In your Sakai account, click on **Membership** in the left navigation pane. Click on **Joinable Sites**. From the menu, select **OLR Assessment** and join. Select **OLR Assessment** under **projects** from the **sites menu** at the top of the page. You must receive a **75%** to pass the OLR.