CITY COLLEGES
of CHICAGO
Education that Works

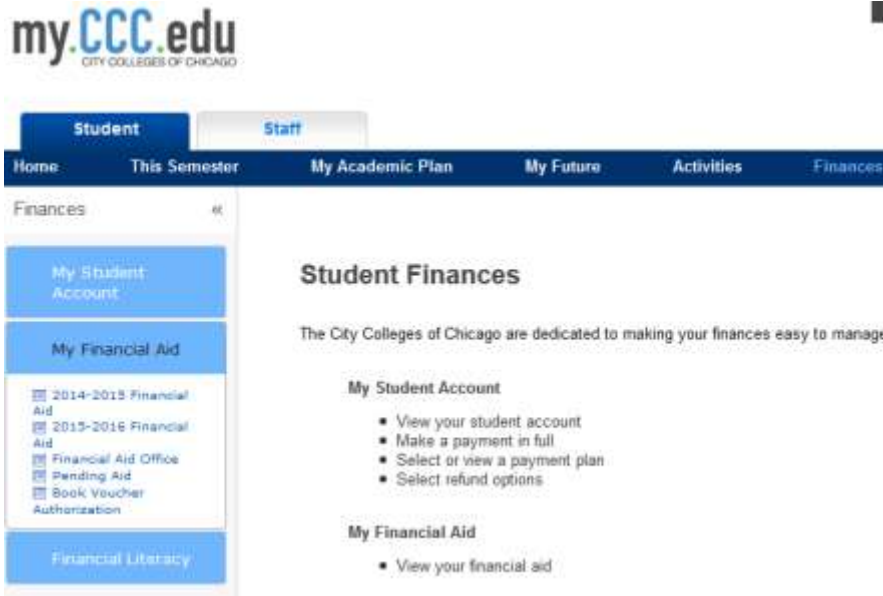## Steps to Authorize Your Book Voucher in the Student Portal

1. Go to my.ccc.edu. Please note, your browser popup blocking must be turned off to navigate in the student portal.

2. Log in using your username and password. If you don't know your username and password, click on "Retrieve your Username" and follow the instructions.

Current Students

My.ccc.edu

Student Username:
(Example: jsmith)

Password:

Change your Password

» LOGIN

» Search the Class Schedule
» Search the Course Catalog

TROUBLE LOGGING IN?

? Retrieve your Username for MyCCC.edu, ccc.blackboard.com, and Student Email.

CONTACT SUPPORT

3. Once you have logged in, click on "Finances."

my.CCC.edu
CITY COLLEGES OF CHICAGO

| Student | Staff |

Home | This Semester | My Academic Plan | My Future | Activities | Finances

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⚡ Quick Access

Microsoft Outlook | CCC Online Bookstore | Blackboard | Library Search Tool | Career Assessment* | GradesFirst | Official Transcripts*

4. Click on "View My Financial Aid"→ "Book Voucher Authorization"

5. Under the "My Authorizations" section, select your preference (Yes or No).   If you do not select "Yes," you will not receive a book voucher.

7. Click "Save Changes." If you have satisfied all other requirements to receive a book voucher and the book voucher period is open, you will be able to use your book voucher approximately one hour after authorization.