
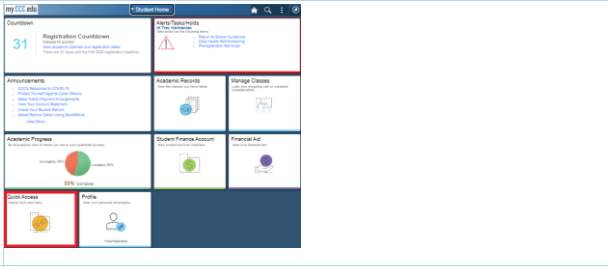
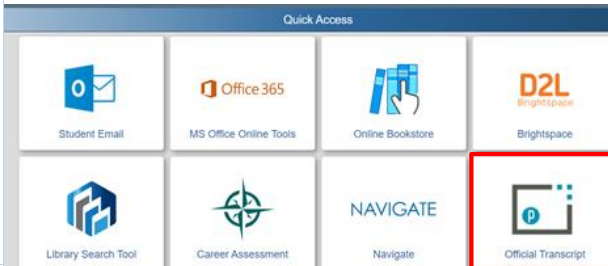
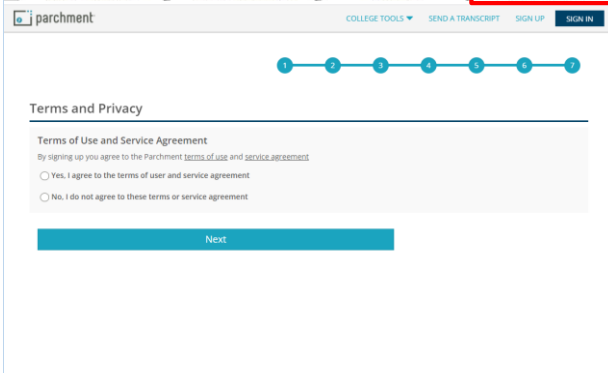



This guide provides a general overview of your experience in Parchment.

<p>1 To access Navigate, go to my.ccc.edu and click "LOGIN."</p> <p>Enter your CCC username and password.</p>	 <p>The screenshot shows the my.ccc.edu login page. On the left, there is a 'WELCOME City Colleges Student' banner with a photo of a student. Below it is a 'Looking for your tuition payment deadline?' link. On the right, there is a login box with 'my.ccc.edu' and 'CITY COLLEGES OF CHICAGO' logos, a 'LOGIN' button, and a 'Forgot Password?' link. Below the login box are links for 'Search Classes', 'Class Search Guide', 'Need Help Logging In?', and 'Want to Learn More?'.</p>
<p>2 Click the 'Quick Access' tile.</p>	 <p>The screenshot shows the my.ccc.edu dashboard. It features a grid of tiles for 'Announcements', 'Academic Records', 'Storage Cases', 'Academic Progress', 'Student Finance Account', 'Financial Aid', 'Quick Access', and 'Profile'. The 'Quick Access' tile is highlighted with a red box.</p>
<p>3 Click the 'Official Transcript' tile.</p>	 <p>The screenshot shows the 'Quick Access' section of the dashboard. It contains eight tiles: 'Student Email', 'MS Office Online Tools', 'Online Bookstore', 'Brightspace', 'Library Search Tool', 'Career Assessment', 'Navigate', and 'Official Transcript'. The 'Official Transcript' tile is highlighted with a red box.</p>
<p>4 Read Terms and Privacy, answer the question and click "Next".</p> <p><i>*Note if you have already created an account it will log you in after step 3.</i></p>	 <p>The screenshot shows the Parchment 'Terms and Privacy' page. It has a progress bar at the top with steps 1 through 7. The main content is titled 'Terms of Use and Service Agreement' and includes the text: 'By signing up you agree to the Parchment terms of use and service agreement'. There are two radio buttons: 'Yes, I agree to the terms of user and service agreement' (which is selected) and 'No, I do not agree to these terms or service agreement'. A 'Next' button is at the bottom.</p>

5 Enter your E-mail address. We recommend adding a personal email address. Click "Continue"

[How to update your email in Parchment](#)

Learner Account



City Colleges Of Chicago
180 N. Western Ave Suite 200, Chicago, IL, 60601, US

A MESSAGE FROM CITY COLLEGES OF CHICAGO
Thank you for ordering your official City Colleges of Chicago transcript through Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.
If you have any questions about Parchment, select the "help" link above.

START HERE - ENTER YOUR EMAIL ADDRESS


Continue

* All items marked with a red asterisk are required

By signing up you agree to the Parchment terms of use and privacy policy.

Commented [LC1]: Will you link this to the directions on how to add a personal email address help guide?
Will it be confusing if we add that tip here? I want to make sure students are using their CCC here, otherwise they will not be able to log in.

6 Enter your personal information and click "Create Account & Continue"



City Colleges Of Chicago
180 N. Western Ave Suite 200, Chicago, IL, 60601, US

ENTER YOUR PERSONAL INFORMATION
sstudent@student.ccc.edu

<input type="text" value="Sam"/>	Middle Name	<input type="text" value="Student"/>
<input type="text" value="January"/>	<input type="text" value="1"/>	<input type="text" value="1995"/>
<input type="text" value="Highest Level Of Education"/>		

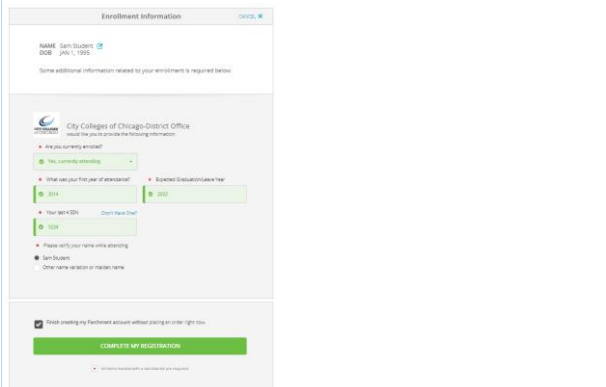
ENTER YOUR CONTACT INFORMATION

CHOOSE A PASSWORD

CREATE ACCOUNT & CONTINUE

* All items marked with a red asterisk are required.

8 Enter enrollment information and click "Complete My Registration"



The screenshot shows the 'Enrollment Information' form for City Colleges of Chicago. It includes fields for Name (Sam Student), DOB (JAN 1, 1992), and a section for 'Are you currently attending?' with a dropdown menu set to 'Yes, currently attending'. Below this are fields for 'What year your first year of attendance?' (2024) and 'Expected Graduation/Leave Year' (2022). There is also a 'Your Birth Date' field with a 'Correct Year Only' option. A checkbox is checked for 'I still need my Parchment account updated using an order right now'. At the bottom, there is a green button labeled 'COMPLETE MY REGISTRATION'.