# MSJC Complete Steps

**Step 1: Applying for Admissions**
1) Go to: www.msjc.edu
2) On the College's homepage and the following page, click the **red** Apply Now button
3) Before applying to college you **_must_** first create an OpenCCC account. This is not the MSJC application.
4) Click on, **"Create an Account"**
5) Click on **"Begin Creating My Account"** - You must have a personal email account. Do **_NOT_** use your high school email.
6) Once you have successfully created an account, click on, **"Start Application".**
7) Sign-in with the Username and Password you just created. This username and password are **_only_** used for CCCApply.

> Part 1 – **Enrollment Information**
> - Select term applying for. You must select a term!
> - Select your program of study and educational goal – avoid selecting, "Undecided"
>
> Part 2 – **Personal Information**
> - Enter in your personal information as it appears on legal documents (**do not** use nicknames).
>
> Part 3 – **Contact Information**
> - Please make sure that you enter in the correct address and phone number.
>
> Part 4 – **Education**
> - For Enrollment Status:
>   - Select "Enrolling in high school (or lower grades) and college at the same time".
> - For High School Education:
>   - Select "Enrolling in high school (or lower grades) and college at the same time" and leave the High School Completion Date blank.
>
> Part 5 – **Residency 1**
> - Enter all required information. DO NOT USE THE WHEEL ON THE MOUSE TO NAVIGATE.
>
> Part 6 – **Residency 2**
> - Enter all required information. DO NOT USE THE WHEEL ON THE MOUSE TO NAVIGATE.
>
> Part 7 – **Needs & Interests**
> - This information is optional and voluntary, it is not required. This information will not be used in making admissions decisions and will not be used for discriminatory purposes.
>
> Part 8 – **Request for Consent**
> - Read all information and select whether or not you consent.
>
> Part 9 – **Supplemental**
> - Please select correct information and click "Submit Application".
> - Please make sure to check the box that states, "By checking here, I, _Your Name_ declare that…" Then, submit your application. Print out or take a screenshot of the confirmation page if possible to keep for your records or write down the confirmation number displayed.

---

**Step 2: Retrieve MSJC Student Information**
Check your personal email for an MSJC notification with how to retrieve your MSJC student information.
After submitting a CCCApply application, you will receive a notification sent to your personal email from MSJC containing your:
- Student ID Number
- Username
- Student Email Address
- Account Activation Code

There will be a link within the email so that you may activate your MyMSJC Account (for Eagle Advisor, Self-Service, Canvas, etc.) by using the Activation Code provided.  You will then proceed with the normal steps of changing your password to something else, registering your personal phone number, email address, and setting up security questions.