College Credit Now: Application & Registration Instructions

Step 1: CCN Admission Application

All CCN students must be admitted through the online CCN Admission Application. If you have already completed the CCN Admission Application, go directly to Step 2: Chemeketa's Single Sign-On.

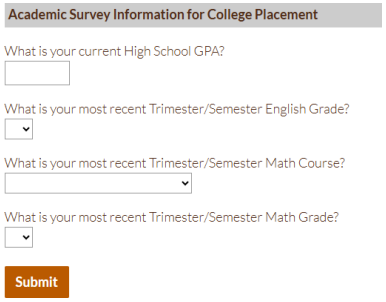
- First you will need to complete Step 1: CCN Admission Application. Click on the link below; http://go.chemeketa.edu/ccnapplication
- You will be directed to the CCN Application and will see the screen shown below.

You will need to answer the first question: **Have you applied for admission to Chemeketa Community College in the past two years?**

- Select **No**, if you have not taken CCN classes before. You will then move on to complete the application.

- For High School information, make sure to select "**Still in High School**." Add your expected High School graduation date and select your high school or add "I do not see my high school as an option."
- Make sure to select the term that you are planning to take the class, (Fall 2026, Winter 2027, Spring 2027).
- Select "**I am in College Credit Now through my High Schoo**l" in Educational Goal.
- **Complete Academic Survey Information** for **College Placement** and submit.

You will be sent a confirmation email confirming the submission of your CCN Application.



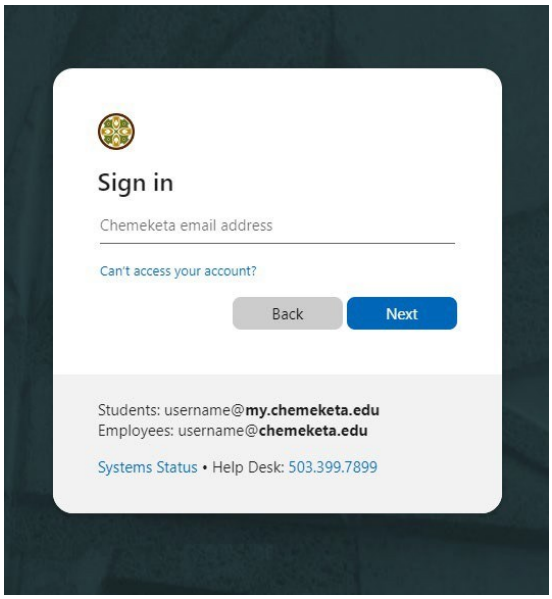
The **Welcome CCN email** will be sent to the email address provided within 3 to 5 business days that will include your Chemeketa **Username** and **K Number** to setup your account. A separate email will be sent with a **temporary password**.

Step 2: Chemeketa's Single Sign-on

1. **First time user:** In order to complete this step, you will need to have:

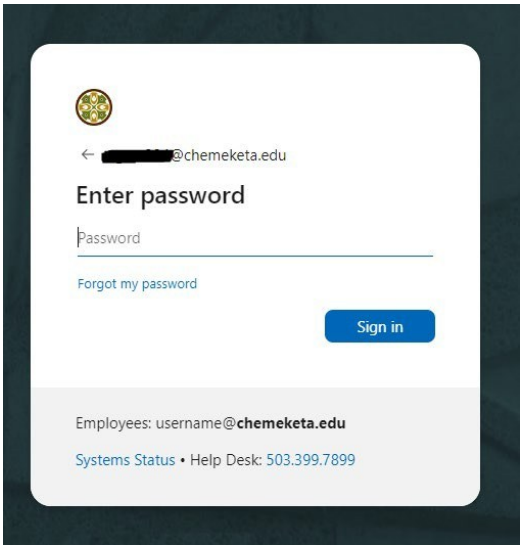
    - Welcome Email containing your **K number** & **username**
    - Email containing your **temporary password**

You will visit https://student.chemeketa.edu and enter your username followed by @my.chemeketa.edu and then click on the **NEXT** button.



In the following screen, you will enter your temporary password and be routed to immediately change your password to something that only you know. Your new password:

- Must be at least 12 characters in length
- Must contain a combination of uppercase & lowercase letter and numbers
- Cannot match your current password
- Cannot contain your first or last name, email address, username, or K number
- Will be compared to an exclusion list to improve the security of your account
- Can only be changed once in a 24-hour period



- You'll also need to set up multi-factor authentication on your account (which is a security requirement at Chemeketa). You have 14 days to do that, but we recommend doing it right away so it doesn't slow you down later.

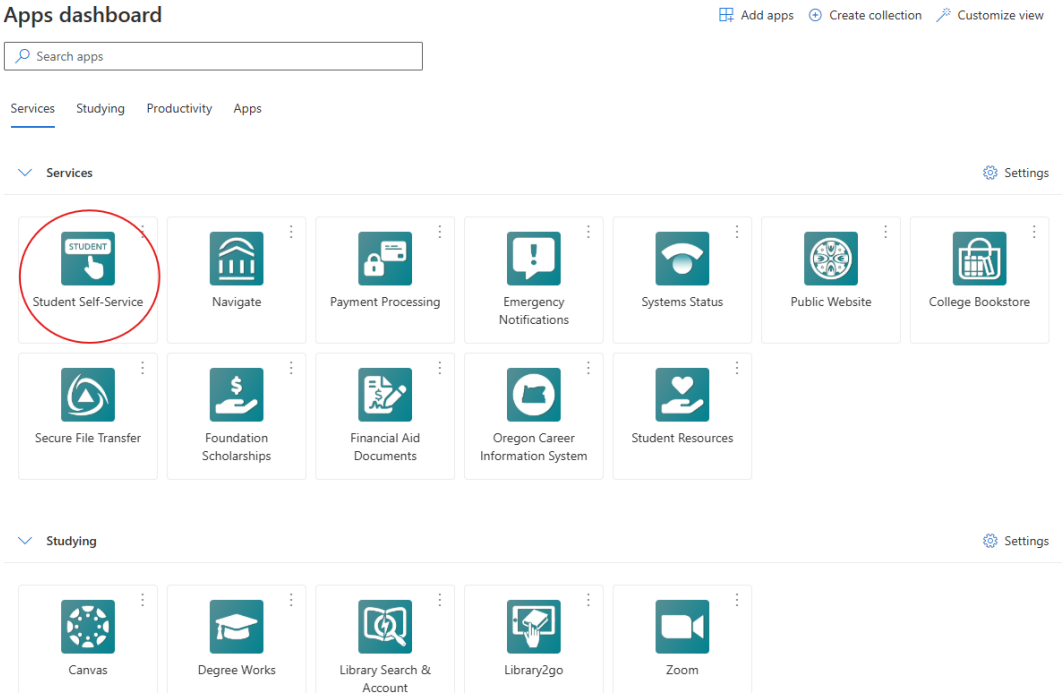
If you are having issues claiming your account, please be sure to have your K number ready and call our IT helpdesk at 503.399.7899. They will be able to assist you!

Returning user: Visit https://student.chemeketa.edu and enter your Chemeketa email address (username followed by @my.chemeketa.edu) and password in the appropriate fields.

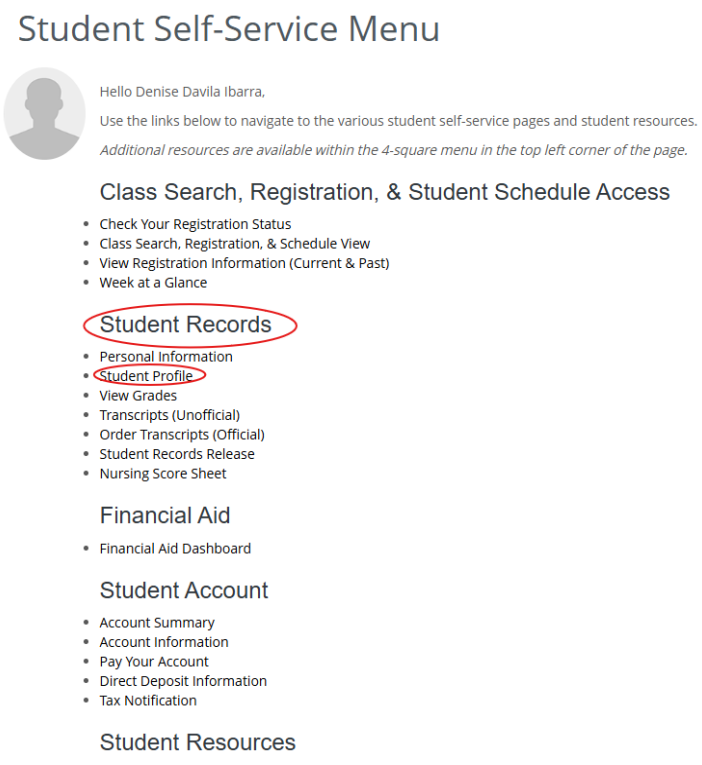
Step 3: Checking Your Placement Scores

(Students interested in CCN courses that requirement placement requirements)

1. After signing in, you will be taken to "**Apps Dashboard**", which is the college's student portal, where you will see the home screen below. From there, click on "**Student Self Service**" tab.

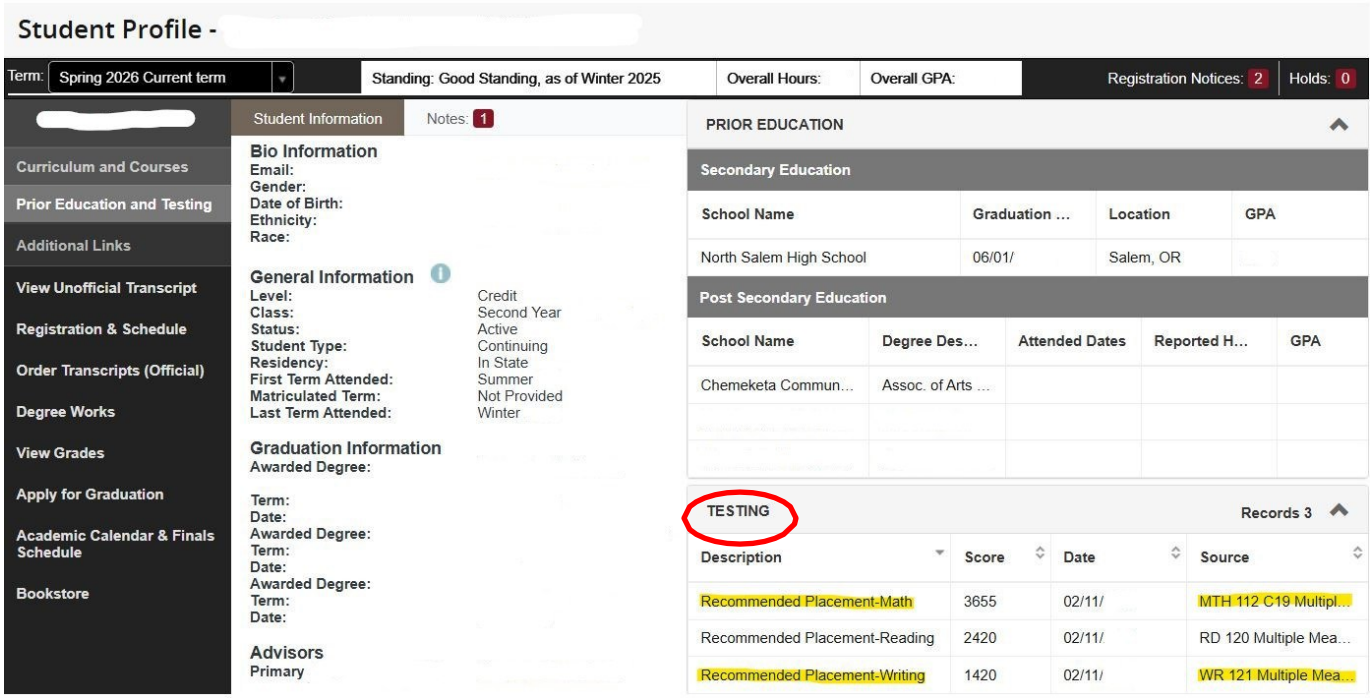


2. Once you click on "**Student Self Service**", you will be directed to the "**Student Self Service Menu**", Under **Student Records**, select **"Student profile"**



3. your placement results will appear right under “TESTING”.

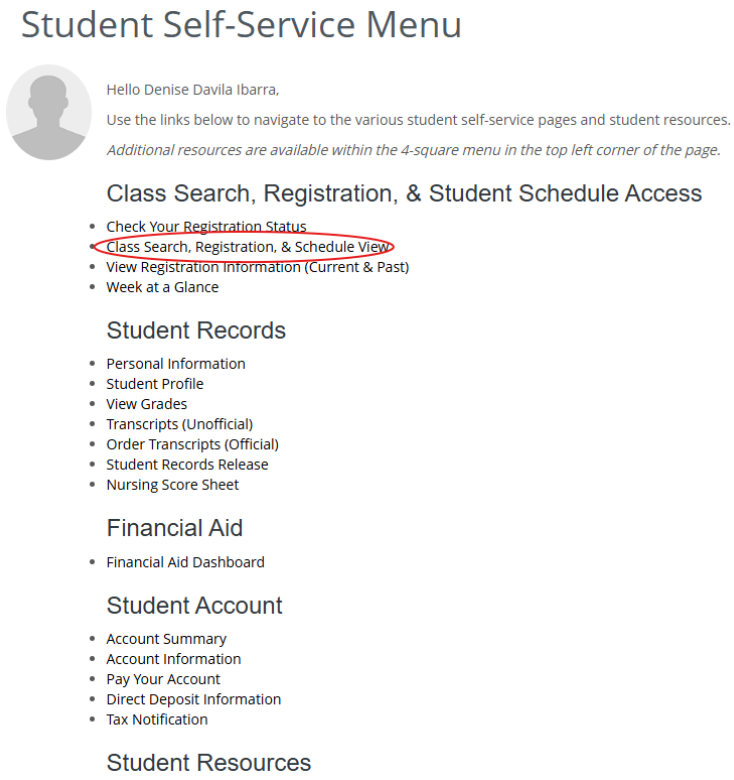
- **Students interested in MTH111Z must place directly into MTH111Z or higher with *no corequisite* (i.e., MTH111A)**



Step 4: Registration

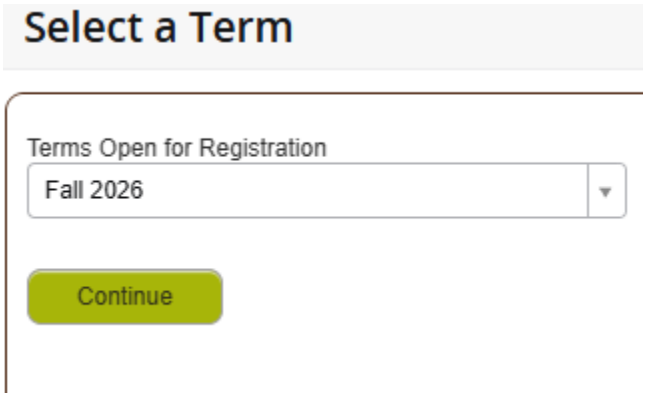
Now that you have your placement results, or if you did not need a placement for the course, you can proceed with registration. To find the Registration option if just logged in you should see the "**Apps Dashboard**", click on the "**Student Self Service**" tab.

- **Click on Registration**

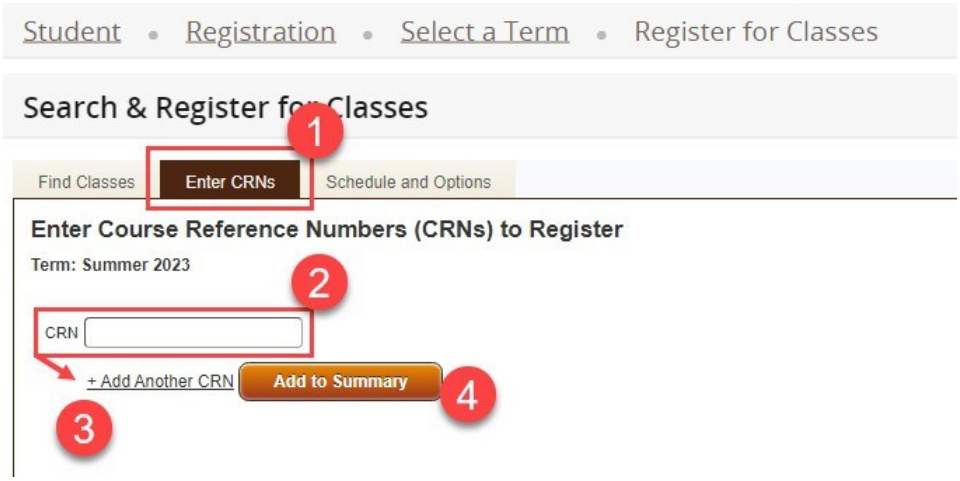


- **Click on Register for Classes**

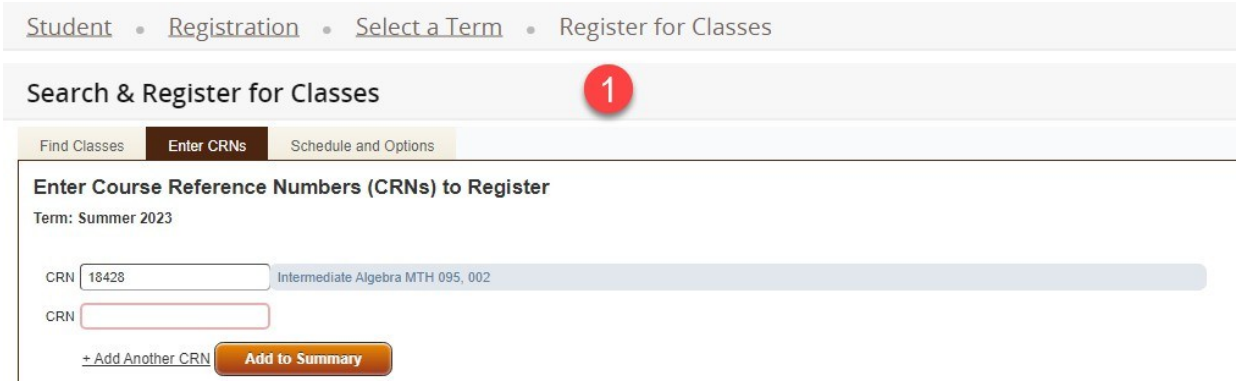
- **Select the correct term (Example: Fall 2026) and Continue**



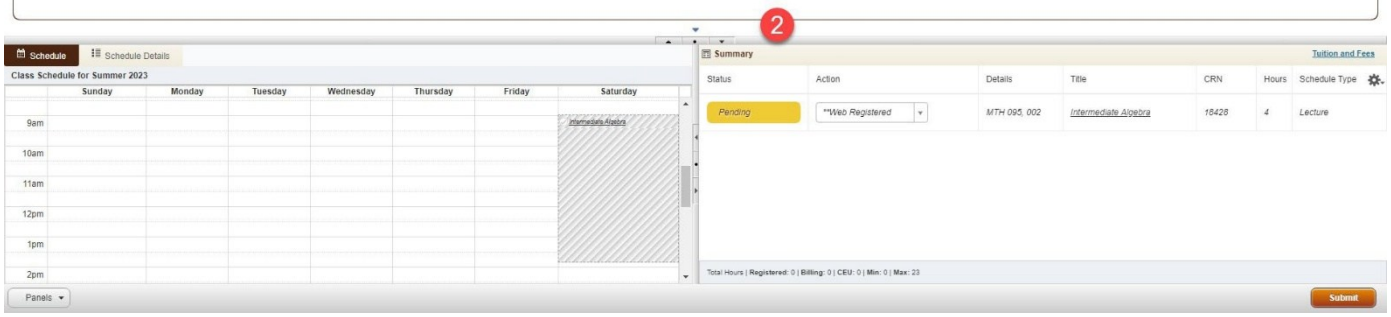
- **Click on Enter CRNs**

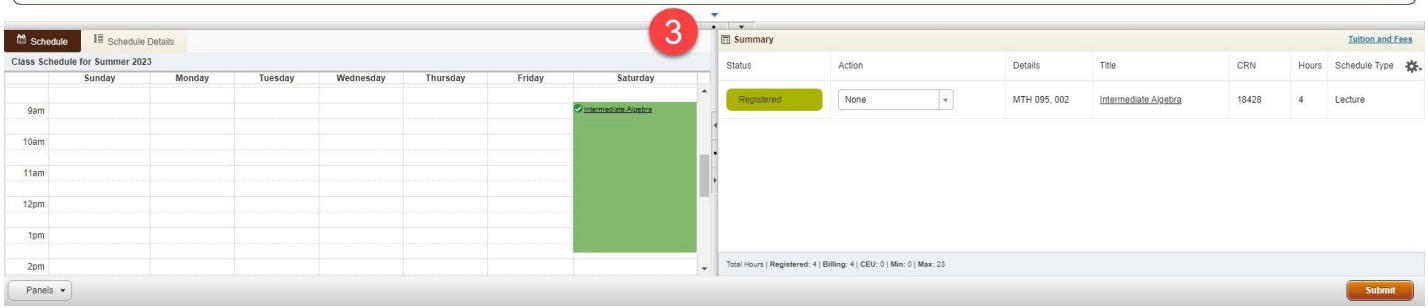


- **Enter the 5-digit CRN number given to you by your CCN instructor & click on Add to Summary**



- **Review your summary screen and click Submit**





To verify that you have successfully registered for your CCN courses you can go back to the "**Student Self Service Menu**", select "**Class Search, Registration, & Schedule View"**, select **"View Registration Information"** and if you registered correctly it should show "**Active Registration"**