

How to Activate MyPortal

for Dual Enrollment Students



For newly admitted students:

The MyPortal activation email will be emailed to both your Zonemail email address and to your personal email address that you provided in your CCC Apply Application.

1



In the email "MyPortal Login Activation" by the sender: noreply@zonemail.clpccd.edu click on the **"Activate"** button

[EXTERNAL] My Portal Login - Activation

From: clpccd_admin@zonemail.clpccd.edu
Sent:
To:
Cc:
Subject: [EXTERNAL] My Portal Login - Activation



Welcome

Announcing the new MyPortal for students, staff, and faculty in the Chabot-Las Positas Community College District.

This new MyPortal will provide more secure access, is customized to the user and has a new landing page that organizes information.

Easy steps to access the new MyPortal is to activate your account. This is a process called single sign-on, where you will activate your account and set a new password.

HINTS:

- The MyPortal activation email will be emailed to both your Zonemail email address and to your personal email address.
- Zonemail is the most reliable place to check for activation emails.
- Check the Spam folder in addition to the Inbox.
- Search for "My Portal Login - Activation" or by the sender: noreply@zonemail.clpccd.edu

2

W#

Enter your **W Number**
(Example: W12345678)

W#(Example W12345678)

W12345678

Password (Not your PIN or DOB)

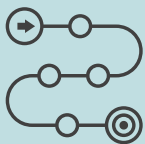
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3



Utilize the **temporary password** provided to create your new password.

4



You will be taken to the **MyPortal landing page.**

This is how MYPORTAL looks:



LAS POSITAS
COLLEGE

For further assistance, contact Educational Partnerships
Email: ipc-dualenrollment@laspositascollege.edu
OR access MyPortal help and email helpzone@clpccd.org