



LPC Dual Enrollment Checklist

for Dual Enrollment Students



☐ APPLY FOR ADMISSION

Submit an application for admission to Las Positas College on the CCCApply link on the website.

(Be sure to apply for the CORRECT semester)

Allow up to 48 hours for processing and to receive an email with your W ID#.

If you do NOT receive it, send an email to us at the address below with your Application Confirmation #.

☐ COMPLETE THE CONCURRENT or CCAP DUAL ENROLLMENT FORM

Access the Las Positas College website (www.laspositascollege.edu) and find the correct form on the Admissions and Records webpage.

Complete the form, confirm your email address, and the form will be sent through AdobeSign to your parents and high school designee. Once received and processed by A & R, you will receive an email.

☐ LOGIN INTO MYPORTAL

Access *MyPortal* on the Las Positas College website (www.laspositascollege.edu)

Click on *MyPortal* in the upper righthand corner.

Steps to activate your MyPortal Account:

- Step 1: In the email from OKTA, click on the "Activate" button
- Step 2: Enter your W Number (Example: W12345678)
- Step 3: Utilize the temporary password provided to create your new password.
- Step 4: You will be taken to the MyPortal landing page.

Newly admitted students: will receive an email to activate their MyPortal access after you receive your W Number email. Students will receive their initial MyPortal activation email to both their Zonemail email address and their personal email address.

Zonemail is the most reliable place to check for activation emails.

☐ ACTIVATE YOUR ZONEMAIL EMAIL ADDRESS

Access Zonemail through My Portal (www.laspositascollege.edu)

Email: Enter the Zonemail username found in your welcome email or login to *MyPortal* and find the Student Help "card" on your page

Password: mmddyyyy (default is set to your 8-digit birthdate)

Student Help

[What is my W Id?](#)
[What is my Canvas ID?](#)
[What is my college email address?](#)

Need Support:

Email: helpzone@clpccd.org
Phone: (925) 424-1710

*Standard service hours are
Monday-Friday 8:00 am - 5:00 pm

☐ COMPLETE THE ONLINE ORIENTATION

Sign on to *My Portal*

Click on *Steps to Success* tab

Under Campus, select *Las Positas College*

Click on Online Orientation tab and complete it

☐ COMPLETE GUIDED PLACEMENT

Sign on to *My Portal*

Click on *Steps to Success* tab

Under Campus, select *Las Positas College*

Complete both the English and Math Guided Self-Placements

☐ REGISTER FOR CLASSES (if needed)

Sign on to *MyPortal*

Go to the Student Services tab and select Add or Drop Classes OR

If you have been given the link to DualEnroll.com, you can register there.

For more info about
Dual Enrollment:

SCAN HERE



LAS POSITAS
COLLEGE