Mt. San Jacinto College

To Apply Online Begin Here:

1) Go to: www.msjc.edu
2) Located in the center of the MSJC homepage, click the **red** button that says "Apply Now"
3) Then click on "Apply Now"
4) **Before applying to the college you must first create an OpenCCC account**
5) On the OpenCCC page, click on "Create an Account", then click on **"Begin Creating My Account"** (must have an email account & SSN)
6) Once you have successfully created an account click on "**Start Application**"
7) Sign-in with the Username and Password you just created

Part 1 – **Enrollment Information**
➢ Select term applying for. You must select a term!
➢ Select your program of study **and** educational goal – avoid selecting, "Undecided"
➢ Click "Next" or continue

Part 2 – **Personal Information**
➢ Enter in your personal information as it appears on legal documents (please do not use nicknames).
➢ Enter all required information and then click "Next" or continue

Part 3 – **Contact Information**
➢ Enter in your contact information.
➢ Please make sure that you enter in the correct address and phone number.
➢ Enter all required information and then click "Next" or continue

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.
➢ Enter all required information and then click "Next" or continue

Part 5 – **Residency 1**
➢ Enter all required information and then click "Next" or continue. DO NOT USE THE WHEEL ON THE MOUSE TO NAVIGATE.

Part 6 – **Residency 2**
➢ Enter all required information and then click "Next" or continue. 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.
➢ Enter the information you choose and then click "Next" or continue.

Part 8 – **Request for Consent**
➢ Read all information and select whether or not you consent, then click "Next" or continue

Part 9 – **Supplemental**
➢ Please select correct information and then 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 confirmation page if possible, and keep for your records or write down the confirmation number displayed.**

You Have Completed Your Online Application!

4 Steps <u>After Applying</u> to MSJC & <u>Before Taking Accuplacer</u>

1) USE ASSESSMENT GUIDES—do not need an MSJC ID to complete. Start studying <u>today</u>!
    a) Go to www.msjc.edu/assessment
    b) Click on "Online Study Guides"
    c) Use the study guides **each day** to study before the assessment

2) OBTAIN YOUR USERNAME & MSJC STUDENT ID NUMBER (May take up to 24 hours after applying to access login information)

Here are the steps:
    a) Go to ea.msjc.edu
    b) Click on <u>What's my Username?</u>
    c) Fill in the requested information then click submit.
    d) Your Username and Student ID Number will be displayed. Write down and memorize
        your Student ID. You will need this for the placement test & for class!
    e) Click OK to exit.
    f) Click on log in.
    g) Enter **Username**
    h) Enter Password (6 digit birth date with MMDDYY format)
    i) Click submit
    j) Once logged into your account you will be prompted to change your password. **IF YOU DO NOT CHANGE YOUR PASSWORD YOU WILL NOT HAVE ACCESS TO ALL STUDENT OPTIONS THROUGH YOUR STUDENT EAGLE ADVISOR ACCOUNT.**
            ➢   The old password is your birth date.
            ➢   The new password must be 6-9 characters including numbers and letters.
    k) Click Submit

3) ACTIVATE STUDENT EMAIL—ea.msjc.edu
    a) Go to ea.msjc.edu
    b) Log in
    c) Click on "Student EagleAdvisor" link
    d) Under user account, select "Activate Student Email Account"
    e) Choose and enter an email password that fits the criteria.
    f) Access student email from the link on the homepage www.msjc.edu or directly at http://student.msjc.edu

4) ORIENTATION
    a) Go to ea.msjc.edu
    b) Log in
    c) Click on "Student EagleAdvisor" link
    d) Under Pre-Registration, select "Welcome to the Online Orientation" and complete.

After completion of the MSJC Application, Online Orientation & Assessment you can schedule a New Student Counseling Appointment with an MSJC Counselor to create your Student Educational Plan