**STUDENT INSTRUCTIONS TO CREATE AN ACCOUNT ON THE WEBSITE**

[**www.californiacolleges.edu**](http://www.californiacolleges.edu)

1. Have students turn on their computers.
2. Students log onto the the following website: [www.californiacolleges.edu](http://www.californiacolleges.edu).
3. Students will need to create an account:
   1. Click “Create an Account”
   2. Click “High School Student”
   3. Input birthdate and select appropriate high school. Click “Next”
   4. Input appropriate account information on that web page:

First name, Last name, Year of Graduation, and Email Address.

**IMPORTANT - EMAIL ADDRESS must be their DISTRICT EMAIL.**

* 1. Input USERNAME and PASSWORD.

**IMPORTANT - USERNAME must be the district acronym and their student I.D Number. Example: puhsd123456**

**IMPORTANT - PASSWORD must be their eight digit birthdate.**

**Example: If their birth date is 06/28/1998, then the password will be 06281998**

f. Student needs to create a question, with an answer, to help remember

their password.

g. All other items on the account web page are optional except for “gender”

and “how did you hear about this site?”

h. Click ‘Next.”

I. Click “Click here to continue.”

4. If students did their account correctly, they will be logged in, at the main website, and their name will be listed in the upper right hand corner, underneath the search bar.