

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

## CHEMEKETA COMMUNITY COLLEGE ADMISSIONS APPLICATION

Have you applied for admission to Chemeketa Community College in the past two years?

*Note this includes if you've applied to any high school programs such as College Credit Now (CCN) or enrolled to take non-credit courses (driver's education, community education courses, etc.)*

- Yes  
 No  
 Unsure

Fill out a new application with Chemeketa!

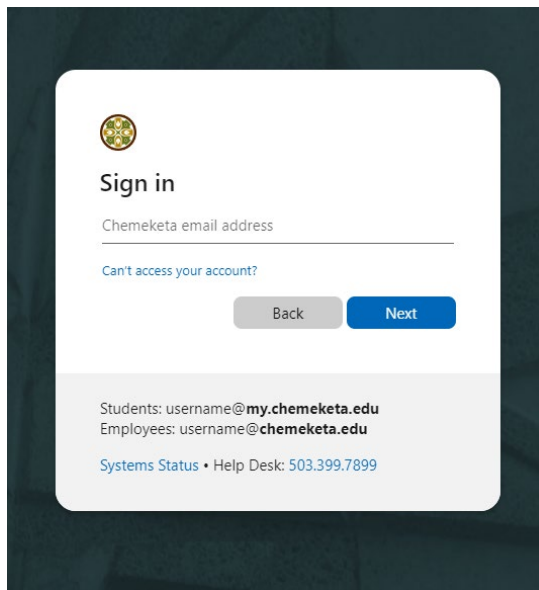
- For High School information, make sure to select "**Still in High School.**" Add your expected High School graduation date and select your high school or add "I do not see my high school as an option."
- Make sure to select the term that you are planning to take the class. **Fall 2025**
- Select "**I am in College Credit Now through my High School**" in Educational Goal. 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 2 to 3 business days that will include your Chemeketa **Username** and **K Number** to setup your account.

# Step 2: Chemeketa's Single Sign-On

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

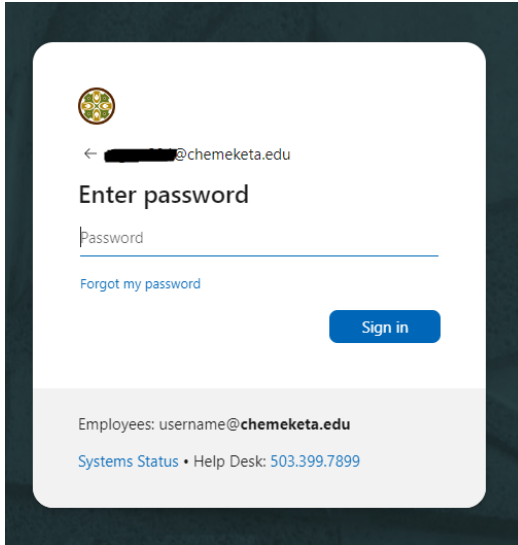
- Welcome Email containing your **K number & username**
- Chemeketa Account Email containing your **temporary password**

You will visit [my.chemeketa.edu](https://my.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 [my.chemeketa.edu](https://my.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 PSY201Z must meet placement requirements)

1. After signing in, you will be taken to “My Chemeketa”, which is the college’s student portal, where you will see the home screen below. From there, click on “Prior Education and Testing” on the left-hand side.

The screenshot displays the My Chemeketa student portal interface. At the top, there is a navigation bar with tabs for 'Classes', 'Services', 'Studying', and 'Employee', and a search bar labeled 'Search My Chemeketa'. Below this is a secondary navigation bar with 'Home', 'Schedule', 'Faculty', and 'Calendar'. A central banner area contains 'My Student Apps' and 'Launch Navigate' buttons. On the right side, there are utility links for 'Registration', 'Account', 'Grades & transcripts', 'Personal Information', and 'Wireless Network Access'. The main content area is titled 'Student Profile -' and shows a student's profile for the 'Spring 2026 Current term'. The profile includes a sidebar with navigation links, a central information section, and a right-hand section for 'CURRICULUM, HOURS & GPA'. A red arrow points to the 'Prior Education and Testing' link in the sidebar.

**Student Profile -**

Term: Spring 2026 Current term | Standing: Good Standing, as of Winter 2025 | Overall Hours: | Overall GPA: | Registration Notices: 2 | Holds: 0

**Left Sidebar:**

- Curriculum and Courses
- Prior Education and Testing** (highlighted with a red arrow)
- Additional Links
- View Unofficial Transcript
- Registration & Schedule
- Order Transcripts (Official)
- Degree Works
- View Grades
- Apply for Graduation
- Academic Calendar & Finals Schedule
- Bookstore

**Central Information Section:**

**Student Information** | Notes: 0

**Bio Information**

- Email:
- Gender:
- Birth:
- Ethnicity:
- Race:

**General Information**

- Level: Credit
- Class: Second Year
- Status: Active
- Student Type: Active
- Residency: In State
- First Term Attended: Spring
- Matriculated Term: Not Provided
- Last Term Attended: Winter 2025

**Graduation Information**

- Awarded Degree: Associate of General Studies
- Term: Fall 2023
- Date: 12/09/2023
- Awarded Degree: Assoc. of Arts Oregon Transfer
- Term: Spring 2024
- Date: 09/15/2024

**Advisors**

- Primary

**Right Section: CURRICULUM, HOURS & GPA**

| Primary        | Secondary | Hours & GPA             |
|----------------|-----------|-------------------------|
| Degree:        |           | Not Provided            |
| Study Path:    |           | Credit                  |
| Level:         |           |                         |
| Program:       |           | Chemeketa Community     |
| College:       |           |                         |
| Major:         |           | Not Provided            |
| Department:    |           | Not Provided            |
| Concentration: |           | Not Provided            |
| Minor:         |           | Not Provided            |
| Concentration: |           | Aviom - Web Application |
| Admit Term:    |           | Fall                    |
| Catalog Term:  |           | Summer                  |

**REGISTERED COURSES**

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

**Right Side Utility Links:**

- Registration
- Account
- Grades & transcripts
- Personal Information
- Wireless Network Access
- eLearning Resources Hub (Click here to learn more)
- Virtual Learning Center (Resources, Virtual Help & More)
- Chemeketa & Community Resources (Get connected to personal resources)
- Emergency Notification (Click here to sign up)
- Microsoft 365

- Once you click on "Prior Education and Testing", your placement results will appear right under "TESTING".

**Student Profile -** [Redacted]

Term: Spring 2026 Current term | Standing: Good Standing, as of Winter 2025 | Overall Hours: | Overall GPA: | Registration Notices: 2 | Holds: 0

Notes: 1

**Student Information**

**Bio Information**  
 Email:  
 Gender:  
 Date of Birth:  
 Ethnicity:  
 Race:

**General Information** ⓘ  
 Level: Credit  
 Class: Second Year  
 Status: Active  
 Student Type: Continuing  
 Residency: In State  
 First Term Attended: Summer  
 Matriculated Term: Not Provided  
 Last Term Attended: Winter

**Graduation Information**  
 Awarded Degree:

Term:  
 Date:  
 Awarded Degree:  
 Term:  
 Date:  
 Awarded Degree:  
 Term:  
 Date:

**Advisors**  
 Primary

**PRIOR EDUCATION**

**Secondary Education**

| School Name             | Graduation ... | Location  | GPA |
|-------------------------|----------------|-----------|-----|
| North Salem High School | 06/01/         | Salem, OR |     |

**Post Secondary Education**

| School Name         | Degree Des...      | Attended Dates | Reported H... | GPA |
|---------------------|--------------------|----------------|---------------|-----|
| Chemeketa Commun... | Assoc. of Arts ... |                |               |     |

**TESTING** Records 3

| Description                   | Score | Date   | Source                 |
|-------------------------------|-------|--------|------------------------|
| Recommended Placement-Math    | 3655  | 02/11/ | MTH 112 C19 Multipl... |
| Recommended Placement-Reading | 2420  | 02/11/ | RD 120 Multiple Mea... |
| Recommended Placement-Writing | 1420  | 02/11/ | WR 121 Multiple Mea... |

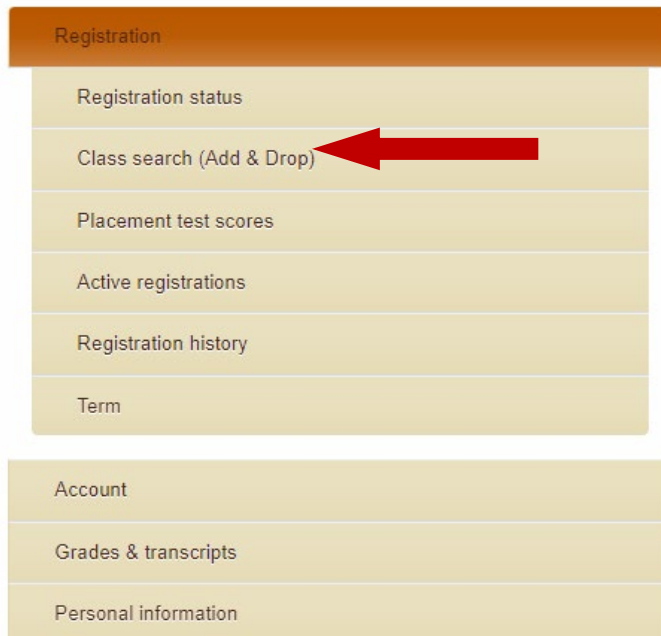
# Step 4: Registration

1. Now that you have your placement results, you can proceed with registration.



The column off to the right will be how you will navigate to complete registration.

- a. Click on **Registration**
- b. Click on **Class search (Add & Drop)**



What would you like to do?



[View Schedule of Classes](#)

Looking for classes? In this section you can view the schedule of classes.



[Class Search \(Add & Drop\)](#)

Search and register for your classes. You can also view and manage your schedule.



c. Select the correct term (**Fall 2025**) and submit

Select a Term to View

Summer 2024

Continue

d. Enter the 5 digit CRN number from the course list found on the CCN website for the course that you wish to register for. Remember that your placement assessment scores will need to meet the prerequisite requirements for the class you

wish to register for. The system will not let you register for a class unless you meet the prerequisites.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Search & Register for Classes

Find Classes | **Enter CRNs** | Schedule and Options

#### Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2023

CRN

[+ Add Another CRN](#) [Add to Summary](#)

## Search & Register for Classes

1

Find Classes   **Enter CRNs**   Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2023

CRN  Intermediate Algebra MTH 095, 002

CRN

+ Add Another CRN

**Add to Summary**



2

Schedule   Schedule Details

Class Schedule for Summer 2023

|      | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday             |
|------|--------|--------|---------|-----------|----------|--------|----------------------|
| 9am  |        |        |         |           |          |        | Intermediate Algebra |
| 10am |        |        |         |           |          |        |                      |
| 11am |        |        |         |           |          |        |                      |
| 12pm |        |        |         |           |          |        |                      |
| 1pm  |        |        |         |           |          |        |                      |
| 2pm  |        |        |         |           |          |        |                      |

Summary

| Status  | Action           | Details      | Title                | CRN   | Hours | Schedule Type |
|---------|------------------|--------------|----------------------|-------|-------|---------------|
| Pending | **Web Registered | MTH 095, 002 | Intermediate Algebra | 18428 | 4     | Lecture       |

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 23

**Submit**



3

Schedule   Schedule Details

Class Schedule for Summer 2023

|      | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday             |
|------|--------|--------|---------|-----------|----------|--------|----------------------|
| 9am  |        |        |         |           |          |        | Intermediate Algebra |
| 10am |        |        |         |           |          |        |                      |
| 11am |        |        |         |           |          |        |                      |
| 12pm |        |        |         |           |          |        |                      |
| 1pm  |        |        |         |           |          |        |                      |
| 2pm  |        |        |         |           |          |        |                      |

Summary

| Status     | Action | Details      | Title                | CRN   | Hours | Schedule Type |
|------------|--------|--------------|----------------------|-------|-------|---------------|
| Registered | None   | MTH 095, 002 | Intermediate Algebra | 18428 | 4     | Lecture       |

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 23

**Submit**

To verify that you have successfully registered for your CCN courses you can go back to the My Chemeketa home screen, select registration and click on active registrations.

- Registration
- Registration status
- Class search
- Add/drop classes
- Class options
- Placement test scores
- Active registrations
- Registration history
- Term