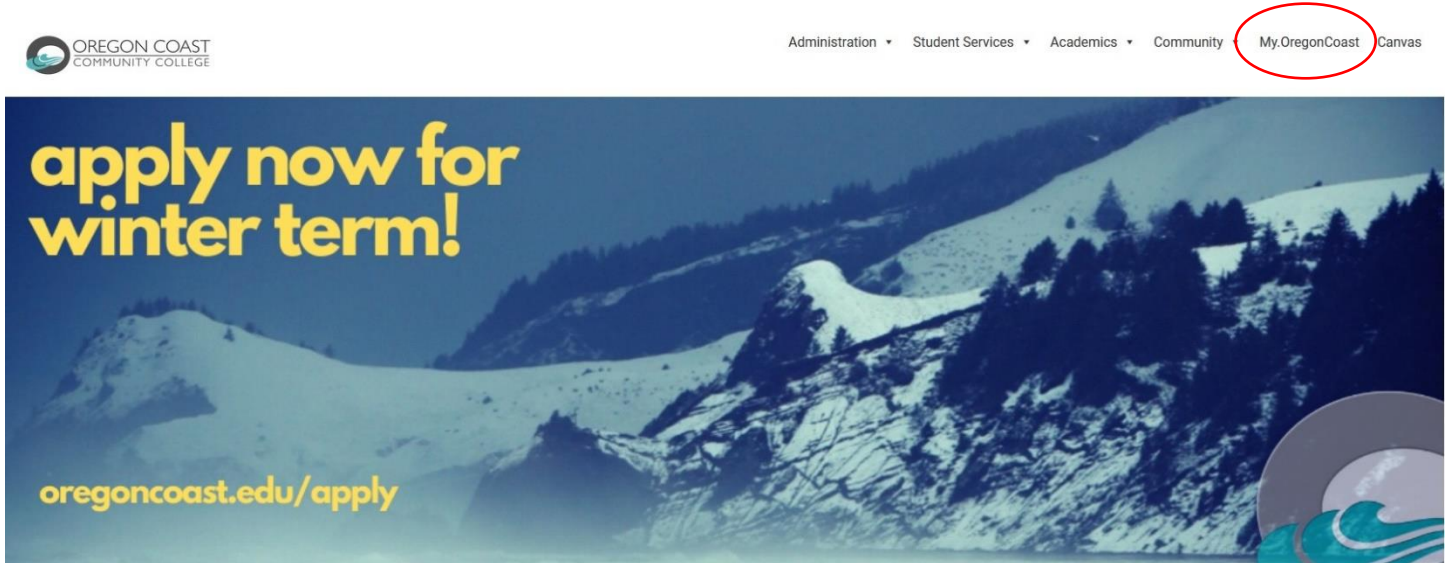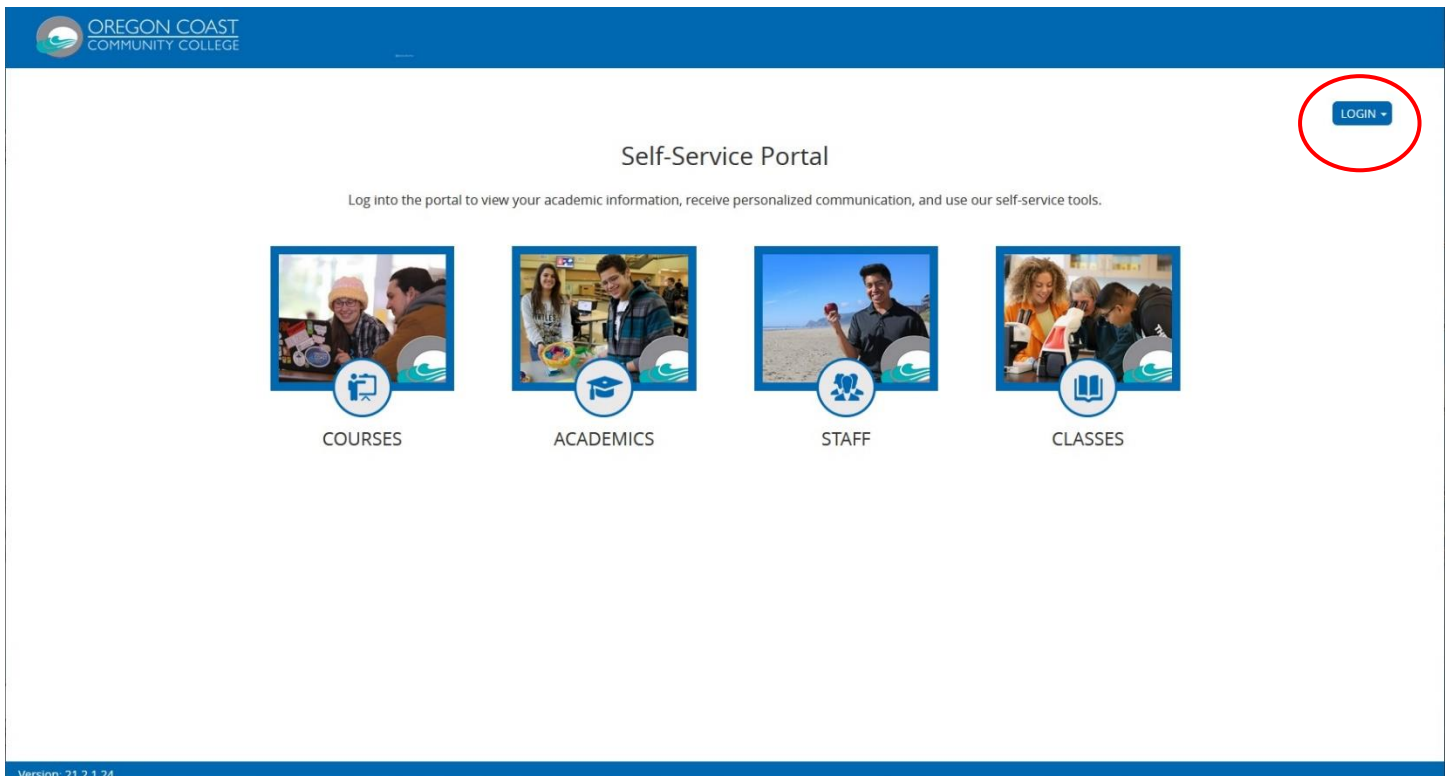# My Oregon Coast Portal

The Oregon Coast Community College portal is where students will register for courses, input drop/withdrawals, check financial aid and upload documents.

1. To access your portal log onto the Oregon Coast Community College website
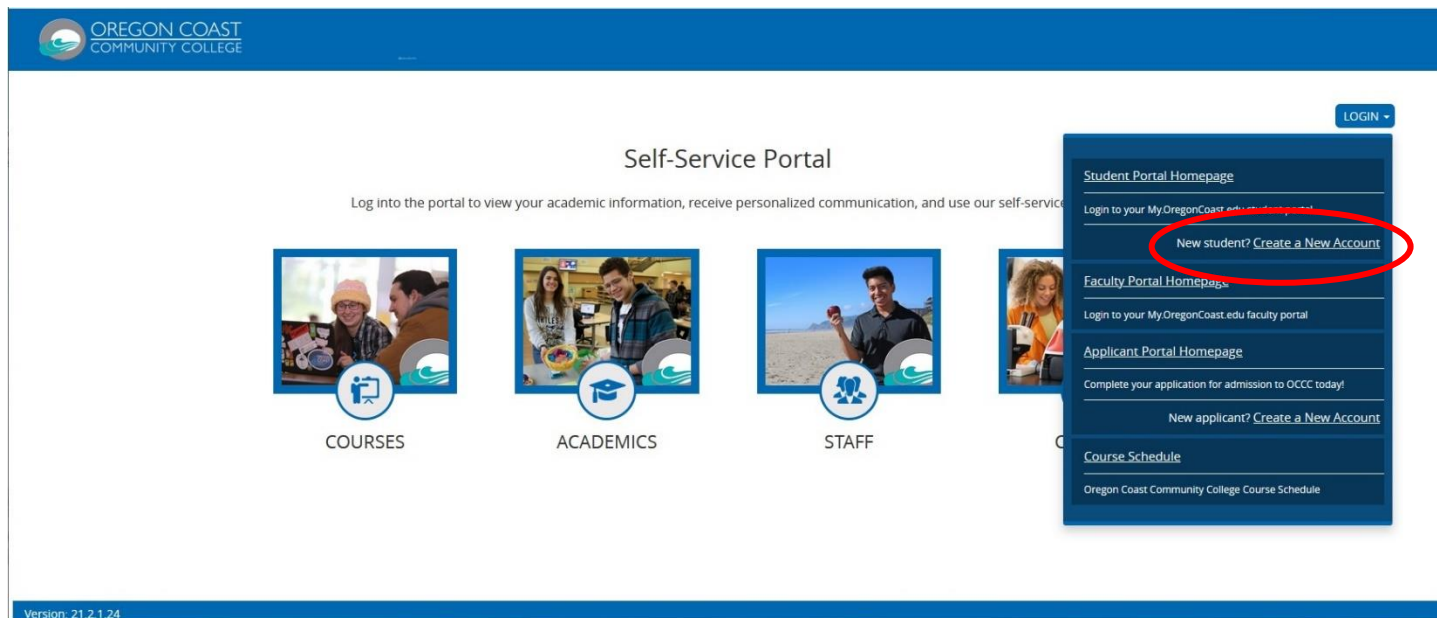   a. Select *MyOregonCoast*.

      The **CNS Portal** window opens

2. Select the *Login* button

The first time you enter the portal you will need to create your account.

The **CNS Portal options menu** opens

3. Select the *Create a New Account* menu option

The **New Account Creation** window opens

4. Enter your *Social Securty Number, First Name and Last Name*

5. Select the *Next* button

The **Email Address Verfication** window opens

Email Address Verification

Email Address Verification

We found an email address on file for you: *hera.test@yahoo.com* Is this address still valid?

Yes   No

6. Select the *Yes* button

   The **Login Information** window opens

Login Information

Login Information

Required Field *
Your student record was successfully located. Please enter a username and password.

You username is: *   hera.test@oregoncoast.edu

Password *

Confirm Password *

Submit

Your account has been created and your *Username* is displayed

7. Enter the *Password* you want for the account

8. Re-Enter and *Confirm Password* for the account

9. Select the *Submit* button

   The **Authentication Email Sent** window opens
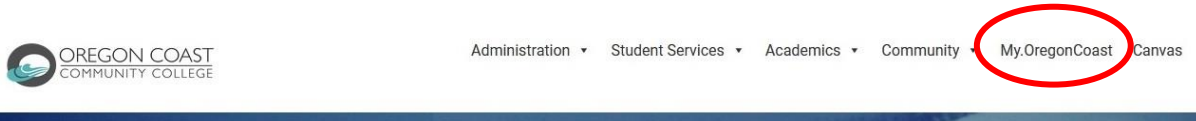
Authentication Email Sent

An email has been sent to hera.test@yahoo.com. Please follow the link provided in the email so we can verify your account.
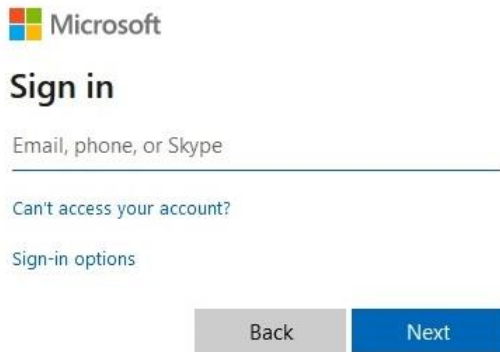
Applicant Portal Login

Select the *Applicant Portal Login* button

The first time you select MyOregonCoast link after creating your account you will need to complete the Microsoft sign in information.

10. Select the *MyOregonCoast* link

OREGON COAST
COMMUNITY COLLEGE

Administration ▾   Student Services ▾   Academics ▾   Community ▾   My.OregonCoast   Canvas

The **Microsoft Sign in** window opens

Microsoft

Sign in

Email, phone, or Skype

Can't access your account?

Sign-in options

Back   Next

11. Enter your *OCCC email address*

12. Select the *Next* button

The **Microsoft Enter Password** window opens

Microsoft

← hera.test@oregoncoast.edu

Enter password

Password

Forgot my password

Sign in

13. Enter the OCCC *password* you used when creating the account
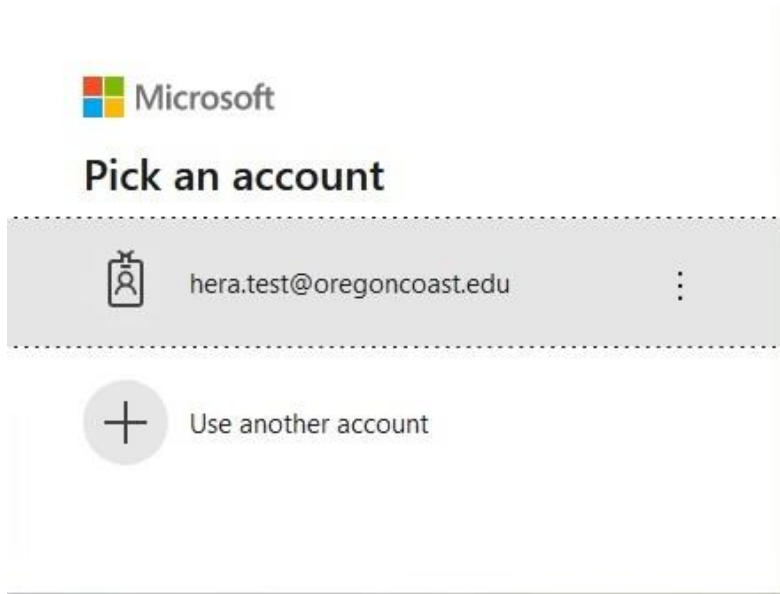
14. Select the *Sign in* button

Once the account and your password is created, when you select the MyOregonCoast link you will be directed to the **Microsoft Pick an account** window

15. Select the *MyOregonCoast* link

The **Microsoft Pick an account** window opens

16. Select *your account* (i.e. hera.test@oregoncoast.edu)

The **Microsoft Enter Password** window opens

17. Enter the OCCC *password* you used when creating the account

18. Select the *Sign in* button