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 Security Number, First Name and Last Name*

5. Select the *Next* button

The **Email Address Verfication** window opens
6. Select the Yes button

The Login Information window opens

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

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

The Microsoft Sign in window opens

11. Enter your OCCC email address

12. Select the Next button

The Microsoft Enter Password window opens

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