

Welcome to the Contra Costa Community College District and the InSite Portal

These instructions will demonstrate how to log into the InSite Portal and how to manage your user account.

Part 1 - Your First Login

- Update your Password
- Provide your Challenge Answers
- Enroll your Mobile Phone using Text or Voice Message
- Choose your Cell Phone Message Options

Part 2 - Manage your User Account

- Forgotten Password
- Forgotten Username
- Change (Reset) your Password
- Manage your Security Questions and Phone Numbers



Part 1 - Your First Login

Start by accessing the InSite Portal at www.4cd.edu/insite

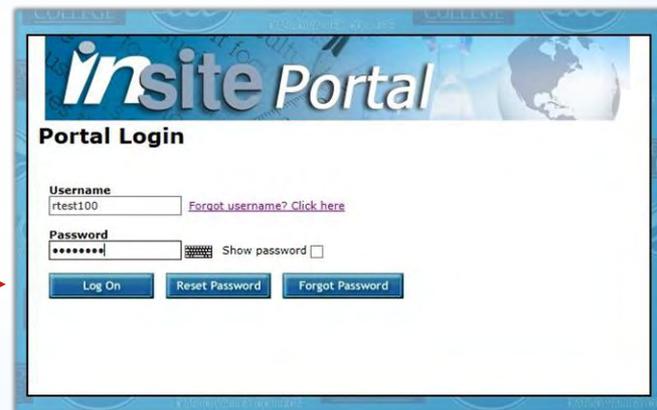


The screenshot shows a navigation menu on the left with buttons for: InSite Portal, InSite Portal/Mail FAQs, Course Schedule Search, Apply Now, Student Resources, Student Trustee, and Contact Us. To the right is the 'insite WEBADVISOR' logo. Next to the logo are three links: Access WebAdvisor, Check Student Email, and Get College News. A red arrow points from the 'InSite Portal' button to the 'insite WEBADVISOR' logo.

Click either the InSite Portal button or the InSite logo to Login

You'll be prompted to enter your Username and Password

Click Log On to continue



The screenshot shows the 'insite Portal Portal Login' page. It features a 'Username' field with the text 'rtest100' and a link for 'Forgot username? Click here'. Below it is a 'Password' field with a 'Show password' checkbox. At the bottom are three buttons: 'Log On', 'Reset Password', and 'Forgot Password'. A red arrow points from the text 'Click Log On to continue' to the 'Log On' button.

Update your Password

- 1) Confirm your username.
- 2) Enter a new one Password.
- 3) Continue to the next step.

Password Complexity Rules

- Must be at least 8 characters long
- Must have at least 1 lowercase character
- Must have at least 1 uppercase character
- Must have at least 1 numeric character

Set Password
Please provide your username below then click the 'Continue' button

Password Expired
Your password has expired and you must reset it.

Username
rtest100

Continue Cancel

Set Password
Please provide your new password, confirm it then click the 'Set Password' button

Username
rtest100

New Password
..... Show password

Confirm New Password
.....

Reset Password Cancel

Set Password

Password Successfully Set

[Click here to try to continue logging in.](#)

Provide Your Challenge Answers

- 1) Confirm your username and password.
- 2) Answer 3 of the 10 security questions.
- 3) Continue to the next step.

Enrollment - Challenge Answers
Please enter your current password and click the button below to enroll your challenge answers. You can skip this enrollment 5 more times before being forced to enroll.

Username
rtest100

Password
..... Show password

Continue Skip

InSite Portal
Please answer at least 3 of the 10 questions below

Username
cmcstudent100

1) What was your high school mascot?

2) What school did you attend for sixth grade?

3) What was your first car?

4) In what city was your first job?

5) What was the name of your first stuffed animal?

<< >> Cancel

Answers remaining: 3 optional

InSite Portal

Action Successful

[Click here to try to continue logging in.](#)

Enroll Your Mobile Phone

- 1) Enter your mobile phone number and service provider.
- 2) Receive a text or voice message containing a one-time-password.
- 3) Enter your one-time-password.
- 4) Continue to the InSite Portal.

Enrollment - Mobile Phone

Please enter your phone number in order to register your phone. A test message will be sent immediately for confirmation. You can skip this enrollment but you will be asked to enroll again during your next login unless you click on permanently suppress reminders.

If you select phone as being able to receive text (SMS) message then this phone number will automatically be entered into the District's emergency communications system. You will receive a text (SMS) message in the event of an emergency situation such as campus shutdown, gas leaks, power outage, etc. On the next page you will be provided with an opportunity to select if you want to receive other college information via text (SMS) message.

Username
rtest100

Password
•••••••• Show password

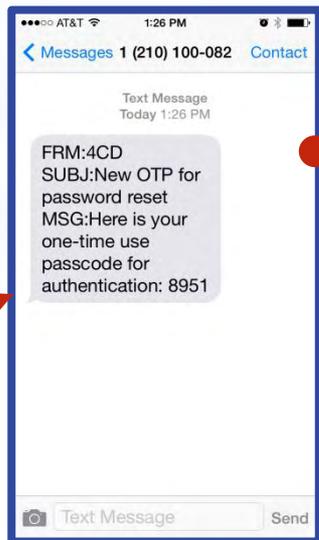
Country
United States

Phone Number

This phone can receive SMS/text messages
 This phone **cannot** receive SMS/text messages

Phone Provider
AT&T

Permanently Suppress Reminders



InSite Portal

A One-Time Password (OTP) has been sent to your phone. It could take 10-15 seconds to be delivered. Upon receipt, please enter the One-Time Password (OTP) below and click the button to continue.

Username
rtest100

One-Time Password

[Problems with the One-Time Password\(OTP\)?](#)

InSite Portal

Action Successful

[Click here to try to continue logging in.](#)

Choose your Cell Phone Message Options

- 1) Choose which other type of information you would like to receive as text messages.
- 2) Click Submit to continue to the next step.



insite Portal

Cell Phone Message Options

Thank you for registering your cell phone number with the District's emergency communication system. In addition to receiving an email, you will also be sent a text message in the event of a future emergency situation. If you would like to receive Text (SMS) messages about other important information, please select 'yes' on the appropriate category.

General college information Yes No
General college information and/or announcements such as financial aid, tutoring and other student services

Counseling Appointment Reminders Yes No
A friendly reminder of upcoming counseling appointments (Coming Fall 2014)

Submit ←

After completing these three steps, you will be taken to the InSite Portal.

Home > Student

Create Your Roadmap...
Student Planning is Available Now!

Check my **Insite Mail**

My Security Settings EMAIL FORWARDING

Error retrieving data from Office365 e-mail account.

Today's Date: **Thursday, July 24, 2014**

July 2014						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

WebAdvisor

- Students
- Employees
- Community Education

Important Registration Update

New California State Course Repeatability Regulations

Effective **Fall 2013**, state regulations governing California community colleges have changed with respect to repeatable courses. Active participatory courses (such as physical education, visual arts, and performing arts) that are related in content are limited in the number of enrollments. Most individual courses that were previously repeatable no longer are and further restrictions apply. The new policy extends retroactively to your entire academic history within the Contra Costa Community College District.

For more information, read our [Course Repeatability Quick Facts and FAQs](#)

Reminders

- 5/30 - 8/1: College closed on Fridays
- 8/4: First day to submit early Spring 2015 graduation application to receive early Spring 2015 registration appointment
- 8/15: Fall 2014 semester classes begin
- 8/28: Last day to add full-semester class
- 8/28: Last day to drop full-semester classes and receive refund

Contra Costa Community College District
pathways to success

LMC News

- Los Medanos College Students Receive More Than \$250,000 in Scholarships

Your security questions and phone enrollment are complete.

Part 2 - Manage Your User Account

Forgotten Password

If you've forgotten your password, click the **Forgot Password** button on the login screen.

insite Portal
Portal Login

Username
rtest100 [Forgot username? Click here](#)

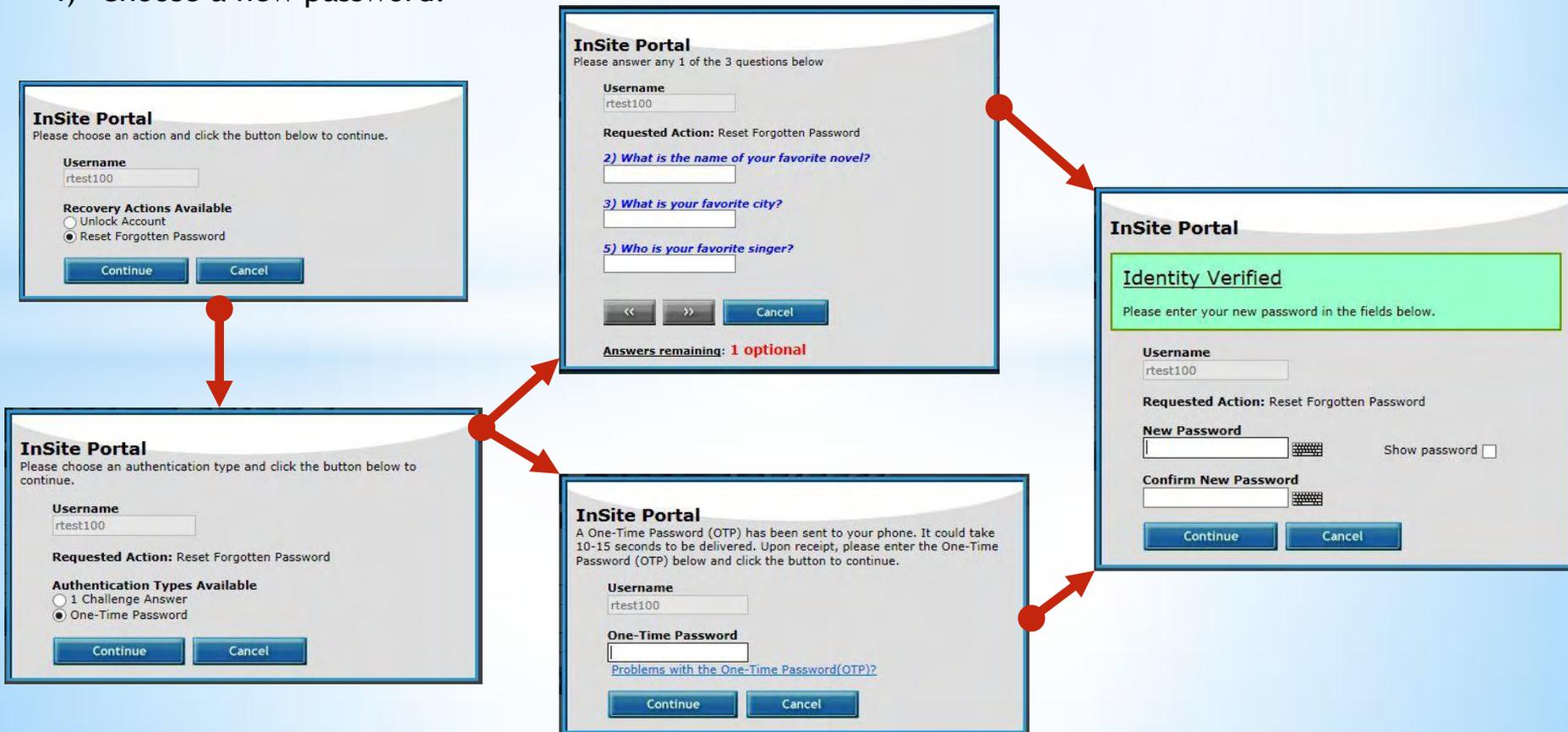
Password
•••••••• Show password

Password Complexity Rules

- Must be at least 8 characters long
- Must have at least 1 lowercase character
- Must have at least 1 uppercase character
- Must have at least 1 numeric character

Forgotten Password

- 1) After confirming your username, choose to reset a forgotten password.
- 2) Choose to answer one of your security questions OR to receive a text or voice message containing a one-time-password.
- 3) Answer the question, or enter the one-time password.
- 4) Choose a new password.



Forgotten Username

If you've forgotten your Username, click the **Forgot Username** link on the login screen.

insite Portal

Portal Login

Username
rtest100 [Forgot username? Click here](#) ←

Password
•••••••• Show password

Forgotten Username

1) Enter the information to identify yourself.

NOTE: You must either provide your 7-digit Student ID or have previously provided your Social Security Number. If you are unable to use either of these options, contact the Help Desk for assistance.

2) Click OK to receive your Username.

What's My Username?

To find your username, please enter your Last Name, Date of Birth and either your Student/Employee ID or the last four digits of your Social Security Number.

If you experience difficulty or if you need other technical assistance, please email it-help@4cd.edu or call our Help Desk at (925) 229-6888. Please include your **Student/Employee ID** in all communications.

* Please enter your **Last Name**.

* Please enter your **Date Of Birth**.

* Please enter either your **Student/Employee ID** or the **last 4 digits** of your **Social Security Number**.

Student/Employee ID

OR

Last 4 digits of SSN

What's My Username?

This is your username: **rtest100**

[Click here](#) to login to the Insite Portal

[Click here](#) if you need to reset your password



Change (Reset) Password

If you know your password and would like to change it, click the **Reset Password** button on the login screen.



insite Portal

Portal Login

Username
rtest100 [Forgot username? Click here](#)

Password
•••••••• Show password

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Change (Reset) Password

- 1) Enter your username.
- 2) Enter your current Password.
- 3) Choose a new Password.

Password Complexity Rules

- Must be at least 8 characters long
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- Must have at least 1 uppercase character
- Must have at least 1 numeric character

Set Password
Please provide your username below then click the 'Continue' button

Username

Set Password
Please provide your current password then click the 'Continue' button

Username

Password
 Show password

Set Password
Please provide your new password, confirm it then click the 'Set Password' button

Username

New Password
 Show password

Confirm New Password

Manage your Security Questions and Phone Numbers

If you wish to change your security questions or add a phone number, select the **My Security Settings** button within the InSite Portal.

Home > Student

Create Your Roadmap...
Student Planning is Available Now!

Check my **Insite Mail**

My Security Settings (indicated by a red arrow)

WebAdvisor

- Students
- Employees
- Community Education

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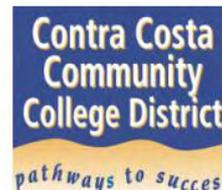
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LMC News

- Los Medanos College Students Receive More Than \$350,000 in Scholarships

Manage your Security Questions and Phone Numbers

Use the links on the **Security Settings** tab to change your answers, or clear them to be prompted again upon your next login.

Account Management Logged in as: rtest100 | [Log Out](#)

[Security Settings](#) [Update Phone Numbers](#)

 **Account Details & Activity**

Password Expires On: *Friday, November 21, 2014 (120 days from today)* [Change now](#)

Last Login: 7/24/2014 3:58:43 PM

Last Password Change: 7/24/2014 12:24:28 PM

Last Password Reset: 7/24/2014 12:24:28 PM

 **Challenge Questions**

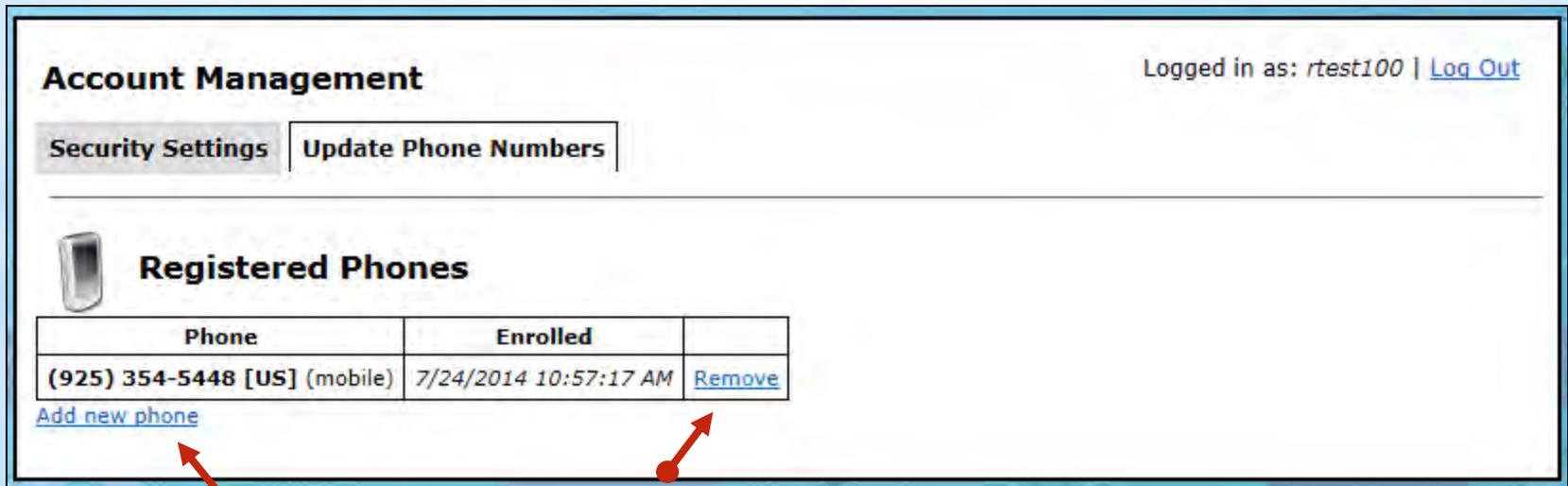
Required: Answer 3 of 10 questions
Number Answered: 3
Enrolled On: 7/24/2014 10:55:14 AM

[Change my answers](#)
[Clear my answers](#)



Manage your Security Questions and Phone Numbers

Use the links on the **Update Phone Numbers** tab to remove your phone number or add additional numbers.



Account Management Logged in as: rtest100 | [Log Out](#)

[Security Settings](#) | **Update Phone Numbers**

 **Registered Phones**

Phone	Enrolled	
(925) 354-5448 [US] (mobile)	7/24/2014 10:57:17 AM	Remove

[Add new phone](#)

Two red arrows point to the [Add new phone](#) link and the [Remove](#) link in the table.

For further assistance with your InSite Portal User Account, please contact our Help Desk

925-229-6888 or it-help@4cd.edu

For assistance with general admissions and registration questions regarding your application, grades, transcript, registration transactions, account fees, etc., please contact your college Admissions & Records office:

Contra Costa College - (510) 215-6027 or admissions@contracosta.edu

Diablo Valley College - (925) 685-1310 or admissions@dvc.edu

Los Medanos College - (925) 473-7500 or admissions@losmedanos.edu

Thank You

