

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, Winter 2026, Spring 2026).
- Select “**I am in College Credit Now through my High School**” in Educational Goal.
- Complete Academic Survey Information for College Placement and submit. You will be sent a confirmation email confirming the submission of your CCN Application.
- drop-down

Academic Survey Information for College Placement

What is your current High School GPA?

What is your most recent Trimester/Semester English Grade?

What is your most recent Trimester/Semester Math Course?

What is your most recent Trimester/Semester Math Grade?

Submit

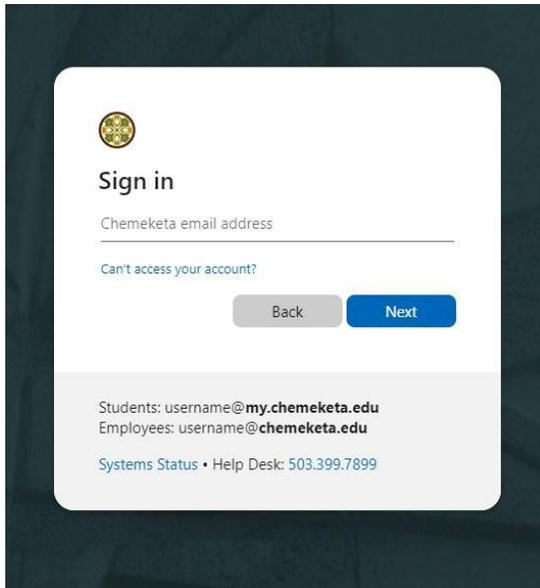
The **Welcome CCN email** will be sent to the email address provided within 3 to 5 business days that will include your Chemeketa **Username** and **K Number** to setup your account

Step 2: Chemeketa's Single Sign-on

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

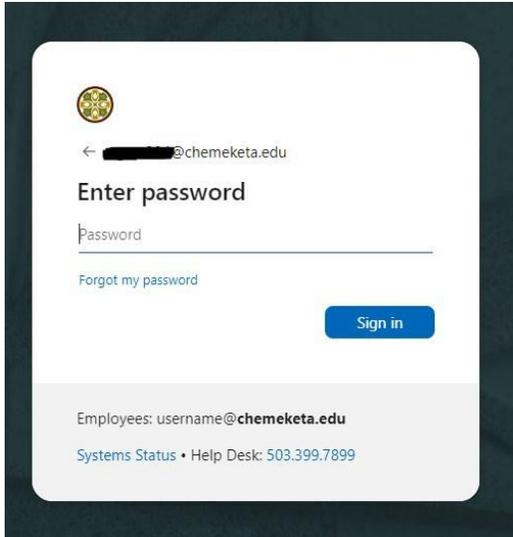
- Welcome Email containing your **K number & username**
- Chemeketa Account Email containing your **temporary password**

You will visit my.chemeketa.edu and enter your username followed by @my.chemeketa.edu and then click on the **NEXT** button.

A screenshot of the Chemeketa single sign-on interface. The page has a dark blue background. At the top left is a circular logo with a green and gold design. Below the logo, the text "Sign in" is displayed. Underneath is a text input field labeled "Chemeketa email address". Below the input field is a link that says "Can't access your account?". At the bottom of the input area are two buttons: a grey "Back" button and a blue "Next" button. At the bottom of the page, there is a footer section with the following text: "Students: username@my.chemeketa.edu", "Employees: username@chemeketa.edu", and "Systems Status • Help Desk: 503.399.7899".

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 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 CCN courses that requirement 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.

2. Once you click on “Prior Education and Testing”, your placement results will appear right under “TESTING”.

- **Students interested in MTH111Z must place directly into MTH111Z or higher with no corequisite (i.e., MTH111A)**

Student Profile -									
Term:	Spring 2026 Current term	Standing:	Good Standing, as of Winter 2025	Overall Hours:	Overall GPA:	Registration Notices:	2	Holds:	0
Prior Education and Testing	Bio Information Email: Gender: Date of Birth: Ethnicity: Race:		General Information Level: Class: Status: Student Type: Residency: First Term Attended: Matriculated Term: Last Term Attended:		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 the registration piece.

- Click on Registration



- Click on Class search (Add & Drop)

What would you like to do?



Browse Classes
Looking for classes? In this section you can view the full year's schedule of classes. Use this area to view the classes in terms that are not yet open for registration.



Register for Classes
Search and register for your classes here. Drop classes, view and manage your schedule all in one place!



- Select the correct term (Example: Winter 2025) and submit

Select a Term

Terms Open for Registration

Winter 2025

Continue

- Click on Enter CRNs

[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

3

2

4

1

- Enter the 5-digit CRN number given to you by your CCN instructor & click on Add to Summary

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

Search & Register for Classes

1

Find Classes

Enter CRNs

Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2023

CRN

18428

Intermediate Algebra MTH 095, 002

CRN

+ Add Another CRN

Add to Summary

- Review your summary screen and click Submit

2

The screenshot shows a registration summary for the course 'Intermediate Algebra' (MTH 095, 002). The status is 'Pending'. The summary table is as follows:

Status	Action	Details	Title	CRN	Hours	Schedule Type
Pending	**No Registered	MTH 095, 002	Intermediate Algebra	18428	4	Lecture

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

Submit

3

The screenshot shows the same registration summary for 'Intermediate Algebra' (MTH 095, 002), but the status is now 'Registered'. The summary table is as follows:

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)
- Active registration & history ←