WEB ADVISOR PORTAL ACCOUNT

1. Visit the CCC website: www.cccnj.edu. Click the PORTAL icon. You will be prompted for Username and Password. For new students, your user name is indicated in your Welcome letter (first initial, last name, and you may have a number). Your password for the first time will be your 6 DIGIT date of birth (MMDDYY).

2. Click the Login button. You will be prompted to reset your Password which must be at least 8 characters: 1 Upper case letter and at least 1 number. Click the Set Password button.

3. You will be prompted to answer 5 challenge questions from a list; your answers must be at least 4 characters. If you ever forget your password these questions will be used to assist you in resetting your password.

4. Click Continue and you should see a 'Self-Service Action Successful' message - click the link below it to continue.

5. You can optionally enroll your cell phone to reset your password as well. This dialog displays next. Please be sure to select your provider from the drop down list.

6. You will then be prompted to enter an email address where you will receive a One Time Passcode (OTP). Open another tab on your browser and retrieve the OTP sent to the email address; enter this code as indicated (on the portal log in tab) to complete the process.

   (For current students, the email address MUST NOT be your CCC student Gmail account. Use a Yahoo, Gmail, etc., but NOT @student.cccnj.edu)

7. Click the link below the success message to login to your personal WebAdvisor Portal Page.

CCC STUDENT GMAIL ACCOUNT

1. On your WebAdvisor Portal page, click the Gmail icon.

2. Your User name is the same as your WebAdvisor Portal account, however, you will add the extension: @student.cccnj.edu

   Example: jsmith4@student.cccnj.edu

3. Your password is your 8 DIGIT date of birth ((MMDDYYYY). You may change your password in your settings after you log in.

4. You should have several Welcome emails in your account.

Keep in touch by transferring your CCC Student GMail to another personal email account:

- Log into your CCC student GMail and click the gear-like icon on the upper right hand corner
- Selecting “Settings” and click the “Forwarding and POP/IMAP tab
- Click “Add a Forwarding Address” and enter your preferred email (You will need to log into your personal email account and verify this transaction)
- When finished select “Save Changes”

If you need assistance with account set up, please contact technical support at 856-691-8600 ext. #1411 or you may email your concern to: helpdesk@cccnj.edu