

Tips on protecting your privacy.

At Coastal Carolina Community College, we take account security very seriously. To protect your account, we strongly recommend following the steps below:

If you use a public computer

- **Logout** of all your current web sessions and close your web browser
- When done using the computer be sure to **sign out**

Use a strong password

- Your MyCCCC password will require the following criteria in order to be secured.
 - At least **8** characters in length
 - Contain **1** lower case letter
 - Contain **1** upper case letter
 - Contain **1** number

Note: MyCCCC requires that you change your password every 90 days

Update your Recovery Information

- Always keep your challenge questions up to date
- You can change your challenge questions by clicking on the **“My Profile”** tile after logging into the MyCCCC portal.

If you need additional information, please visit our Help Desk at <http://www.coastalcarolina.edu/help-desk> or by calling 910.938.6123.



COASTAL CAROLINA
COMMUNITY COLLEGE

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Accessing the MyCCCC Portal and On-Campus Computers

**A QUICK GUIDE FOR
FIRST TIME USERS**



COASTAL CAROLINA
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How do I log in to On-Campus Computers?

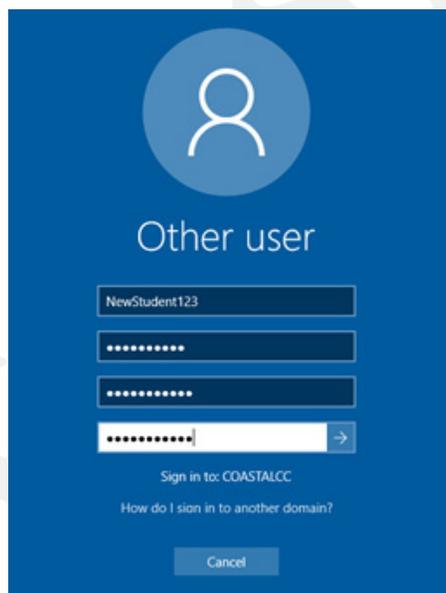
To begin, login with your **username** and **default password**. (See below.)

New Students

Your **username** will be your first name, last name, and the last **3** digits of your Coastal ID all together and in lower case. For example, if your name is Jason Jones and your Coastal ID is 1234567, your username would be jasonjones567. **Your Coastal ID can be found on the upper left portion of your registration form or on your Coastal ID card.**

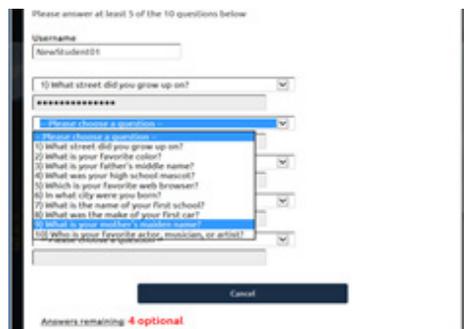
Your **default password** will be 'Coastal' followed by the last **3** digits of your Coastal ID.

After successful login, you will be asked to change your password. Click **“Ok.”**



Enter a new password. (For password requirements, see, “Use a strong password” on the back panel.) Click the **“Submit”** arrow or press the **“Enter”** key on your keyboard. Click **“Ok”**, after successfully changing your password.

Next, you will be asked to answer a series of challenge questions. Enter your password that you previously created and Click **“Continue.”**



There are 10 questions within the drop down boxes next to ‘Please choose a question’. These challenge questions will be used in the event you should ever forget your password and need to reset it.

You only need 5 choices. Once you have answered the required questions; click **“Continue”** and then **“Click here to continue logging in”**.



Congratulations! You have completed the MyCCCC enrollment process and can begin using your new account.

What is MyCCCC?

MyCCCC is the main portal for services at Coastal Carolina Community College. From this page, you will be able to access resources such as,

- Student Email
- Blackboard
- WebAdvisor
- Library Resources
- Office 365



Visit <http://www.coastalcarolina.edu> on the web and click on the **MYCCCC** button on the top right-hand corner of the screen.



You will be taken to the MyCCCC Login page. Begin by logging in with your username and default password; click **“Login”**. **If you are a new student or do not know your login credentials, refer to the New Student section on the left brochure panel.**