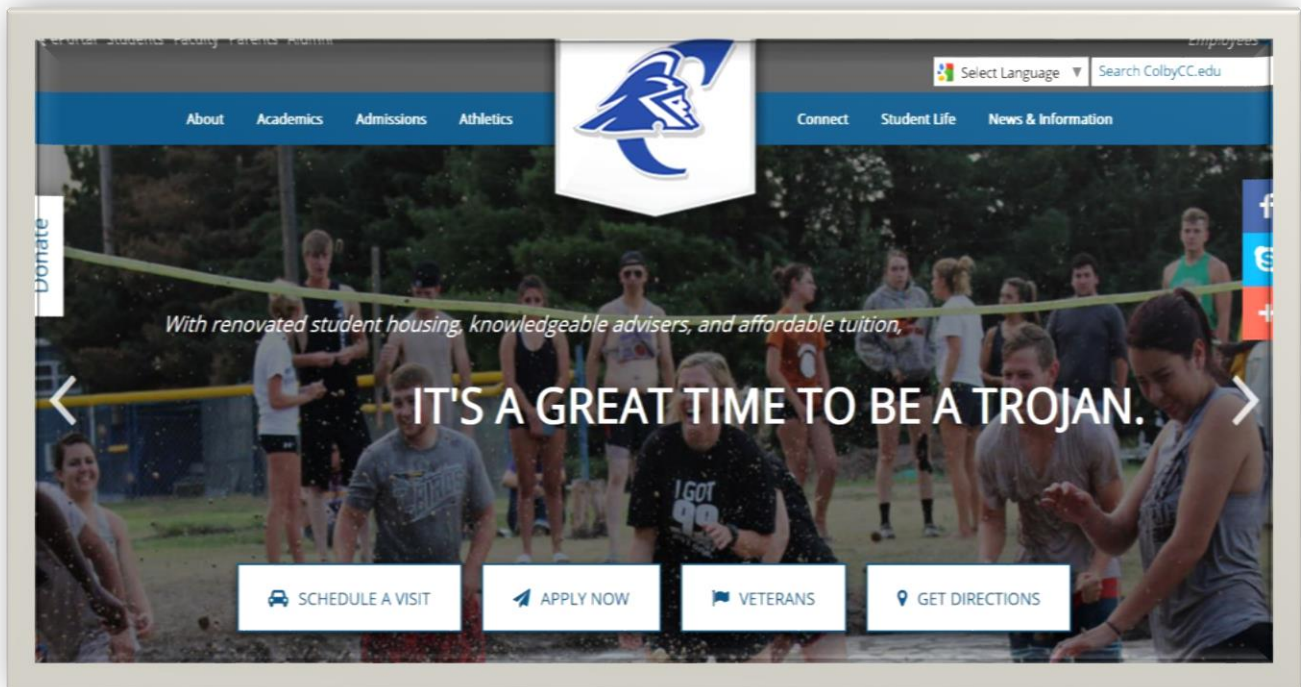# COLBY
COMMUNITY COLLEGE

💾 Guide

Instructional guide on how to login, enroll, check CCC email, forward email, pay your bill, and access courses.
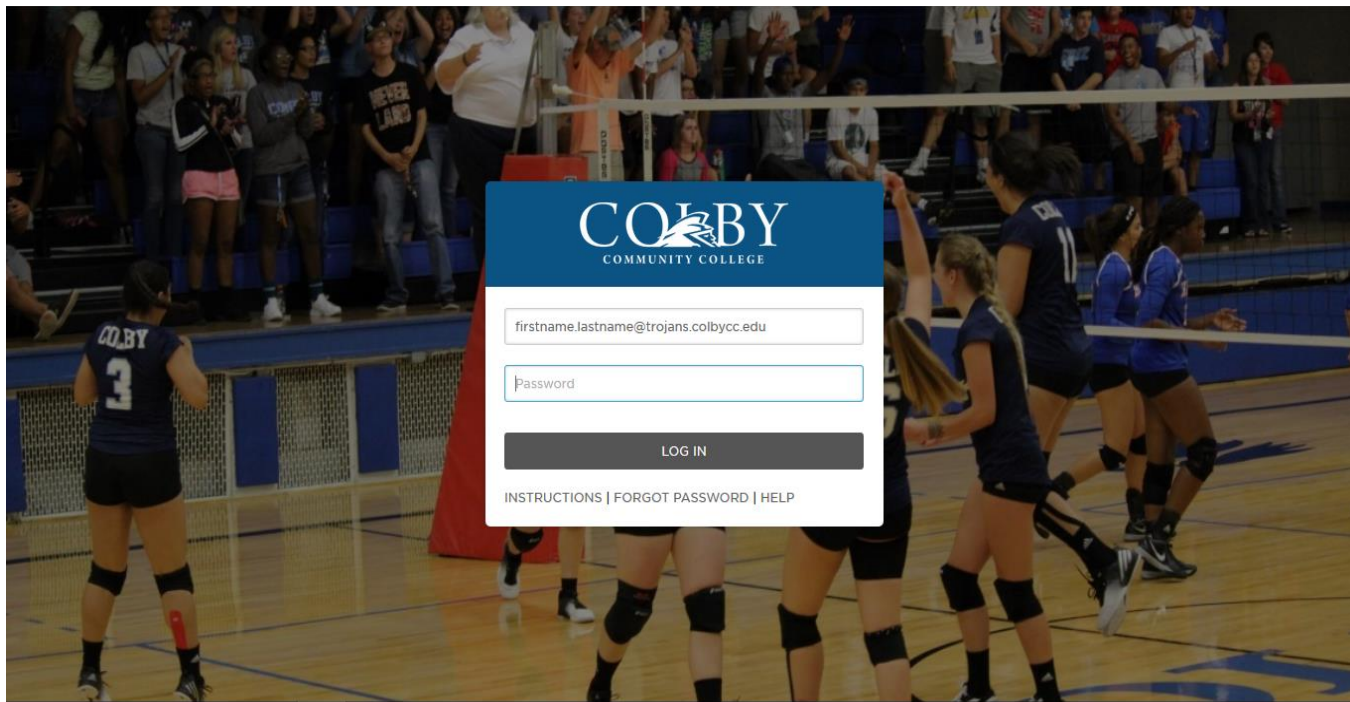
Table of Contents

ePortal

ePortal is your solution that makes the online process simple. You only need to remember one username and password. It is our goal to make this process easier. Once your account is ready, you will have access to all online applications including TrojanWeb and Canvas with just one password.

Login Process

Start by opening your browser and navigate to the web address http://www.colbycc.edu. Once the page loads, click on the ePortal tab on the top left hand side like the example below:

You will need to enter your school email address and password provided in the welcome email. The format should be firstname.lastname@trojans.colbycc.edu. If your firstname was Robert and your lastname is Barker your email address would be robert.barker@trojans.colbycc.edu

Please select and complete the security questions followed by clicking the save button.
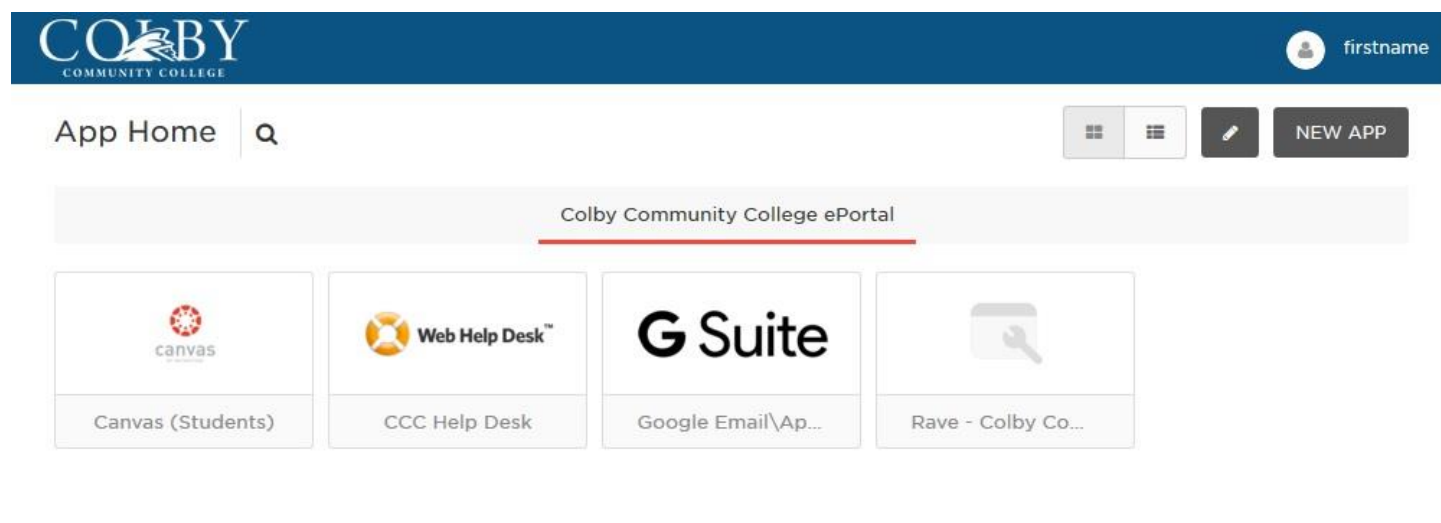
Once you have saved your Security Questions you will be directed to your Profile page.

In the upper right corner, you will find the navigational menu by hovering your mouse over your profile picture. When selecting the App Portal/Home you can return to your dashboard.


Click on Canvas to enter the online classroom, get IT Support using the Web Help Desk, and choose G-Suite to view your email.

Everything you want to know about TrojanWeb

TrojanWeb is the one stop online resource for enrolling and managing your future. Once your account is set up you will be able to register for classes, verify your class schedule, review your financial statement, make online payments, request an unofficial transcript, and check your grades.
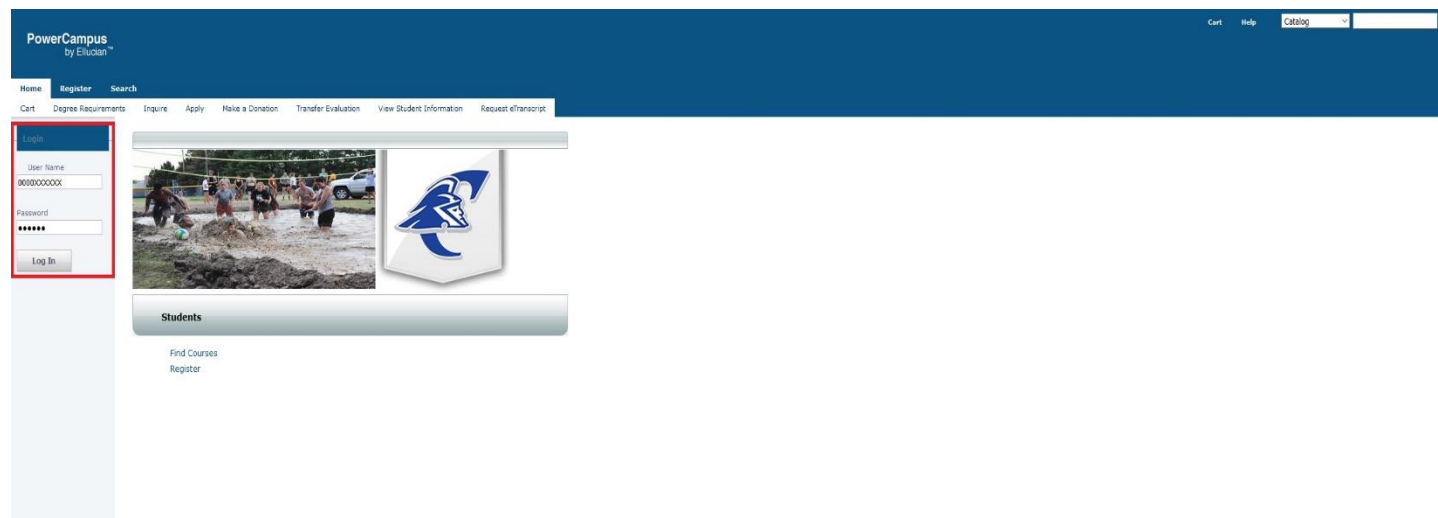
Go to www.colbycc.edu and click on the TrojanWeb link located in the upper left corner.
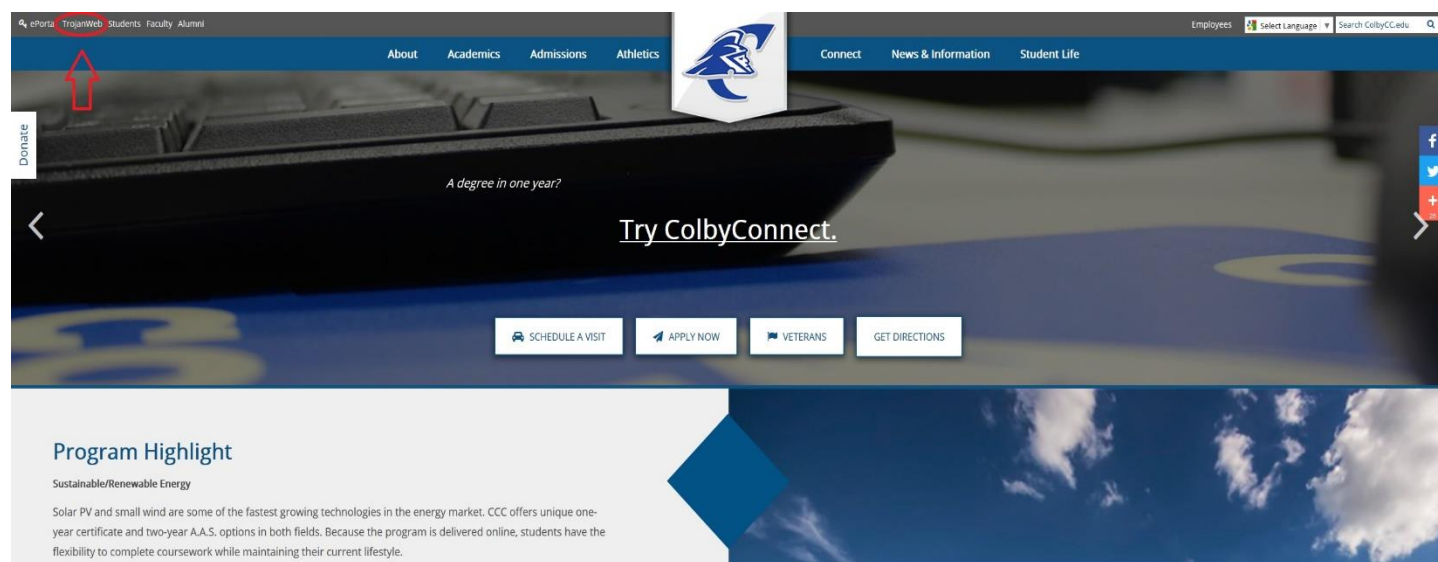
Proceed to Login with your username and password for TrojanWeb:
Username: (your 9 digit student id number with no dashes)
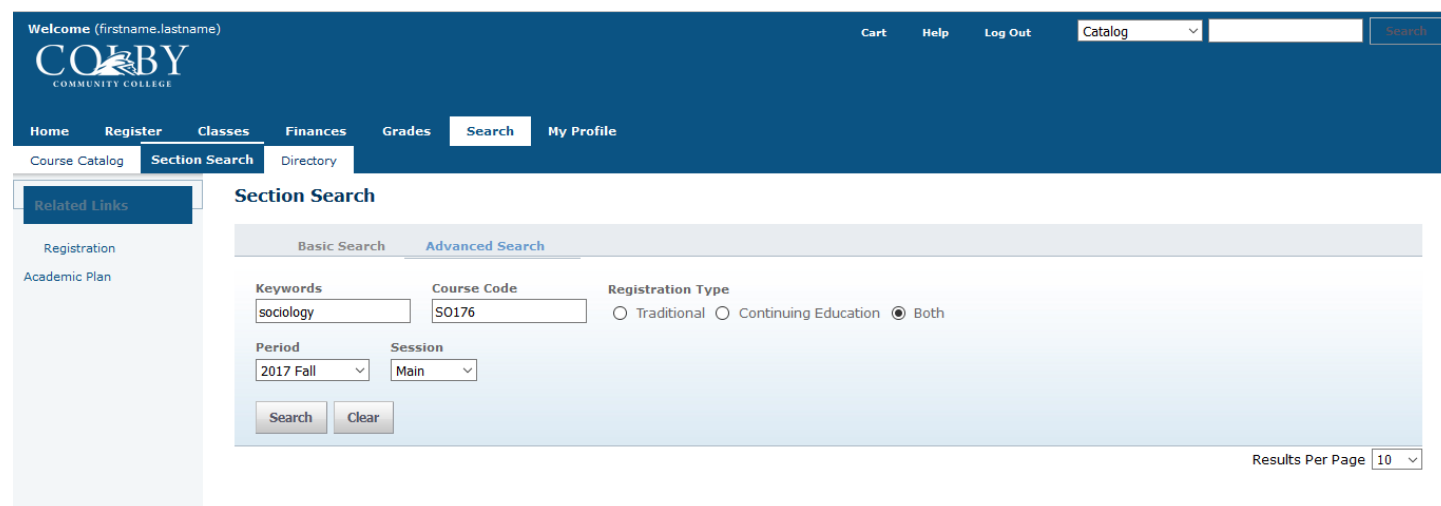Password: (same password as your ePortal login)
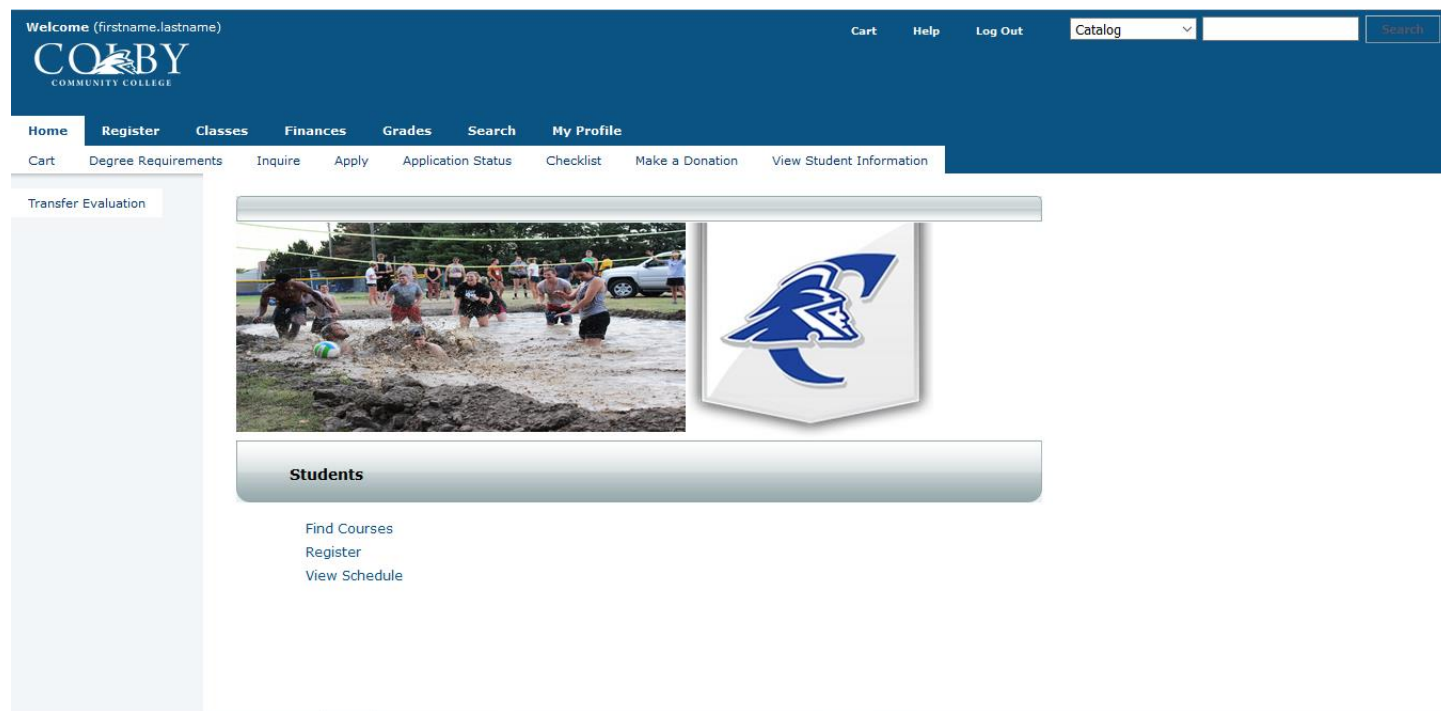
How to Enroll

Click on "Find Courses" towards the bottom of the screen.

Search for the course you want.

Once you find the correct course, click "Add."

When you are finished adding courses, view your cart or click the "Proceed to Registration" button.

Review your schedule and click "Next."

You should see a message congratulating you on completing registration.

Make online payments with TrojanWeb

Once you have logged on to ePortal, click the TrojanWeb link.
Click the "Finances" tab.
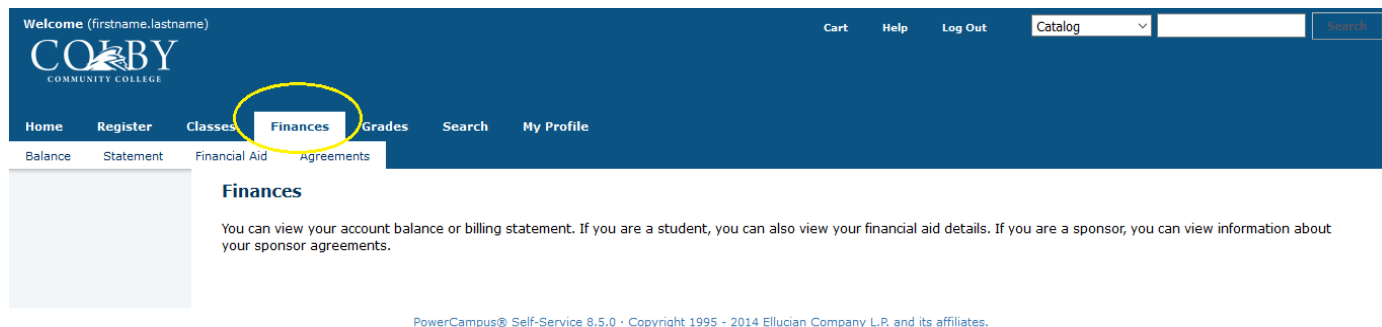
Click on "Balance" on the far left.
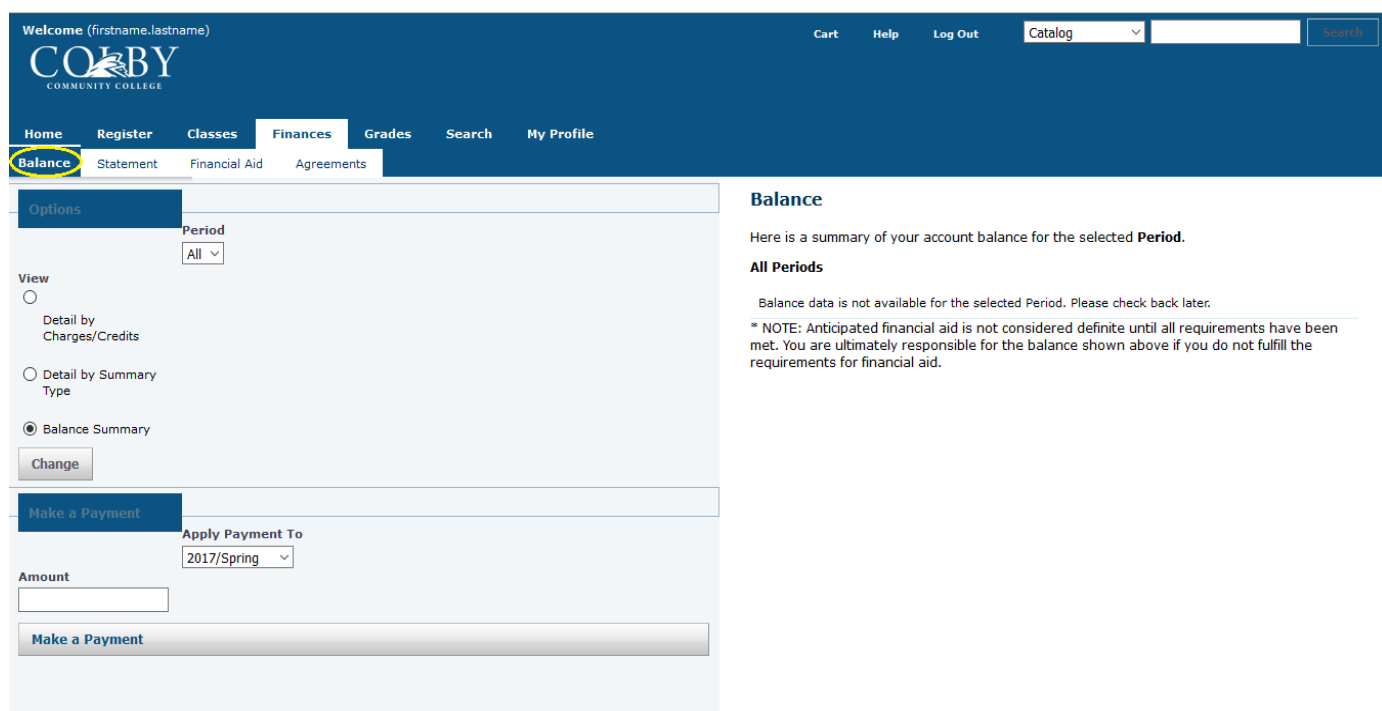
Here you will find the "Make a Payment" section. Enter the payment amount in the "Amount" field, and then click the "Make a Payment" button below. A new window will appear where you can enter payment information. (**You may need popup blockers disabled in your browser settings.**)

You can choose to pay via credit card, debit card, or check.

If the payment is to be processed from an account other than that of the student, the name and address have to match that of the credit card or bank account, not the student.
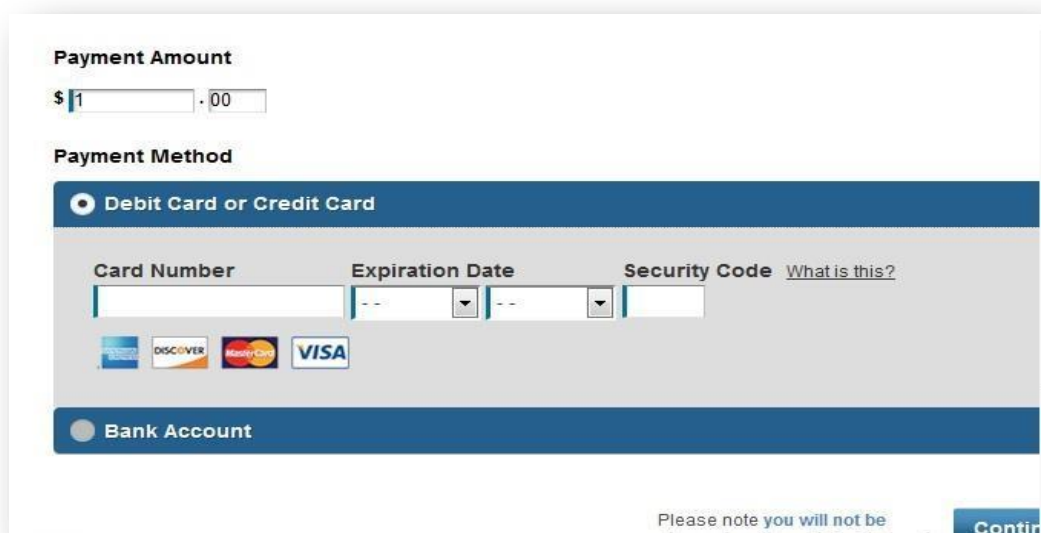
Select your desired payment method. Then, select "Next".

To pay via credit or debit card, complete the information and click "Continue" on the bottom right part of the screen

Payment Amount

$ 1 . 00

Payment Method

● Debit Card or Credit Card

Card Number   Expiration Date   Security Code What is this?

Bank Account

Please note you will not be   Contin

To pay via bank account, click the Bank Account button. Enter your routing and account numbers (these numbers are located on the bottom of your check)
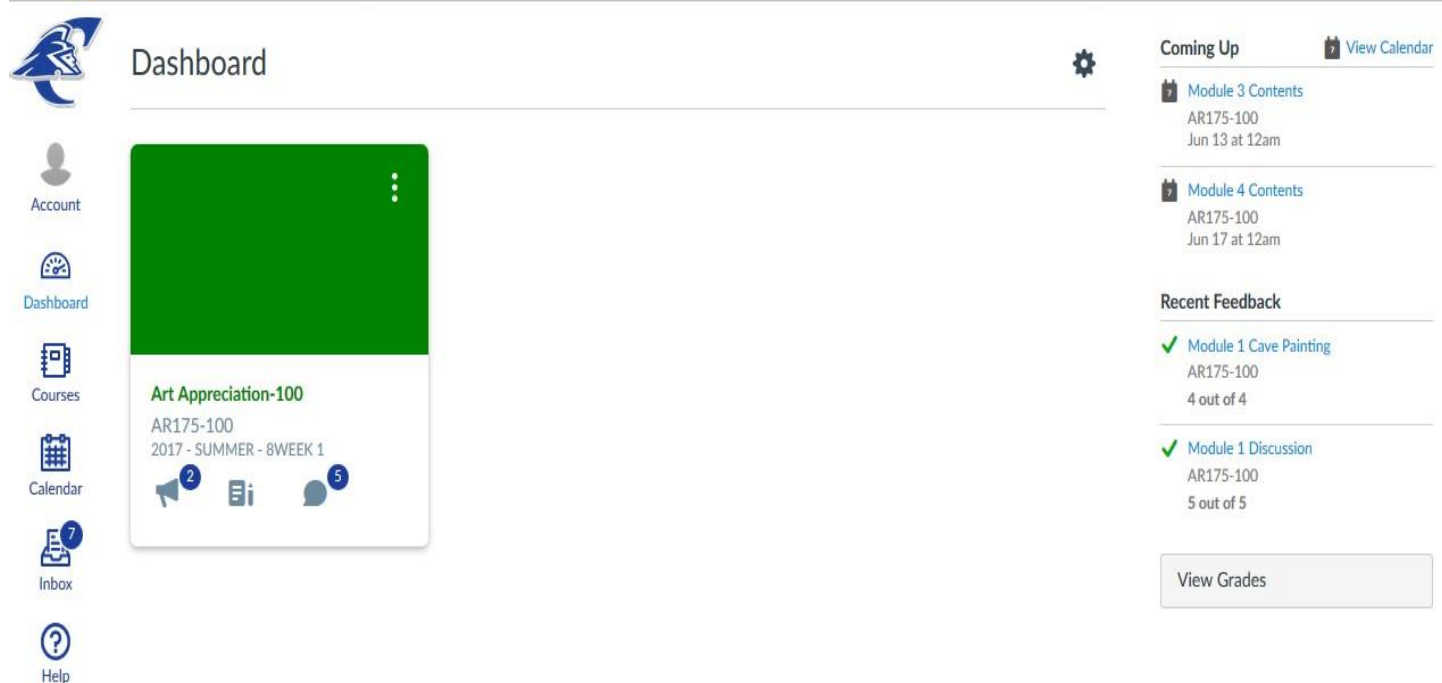
Canvas Application

Your course content is accessible through the Canvas App located on your ePortal Home page.
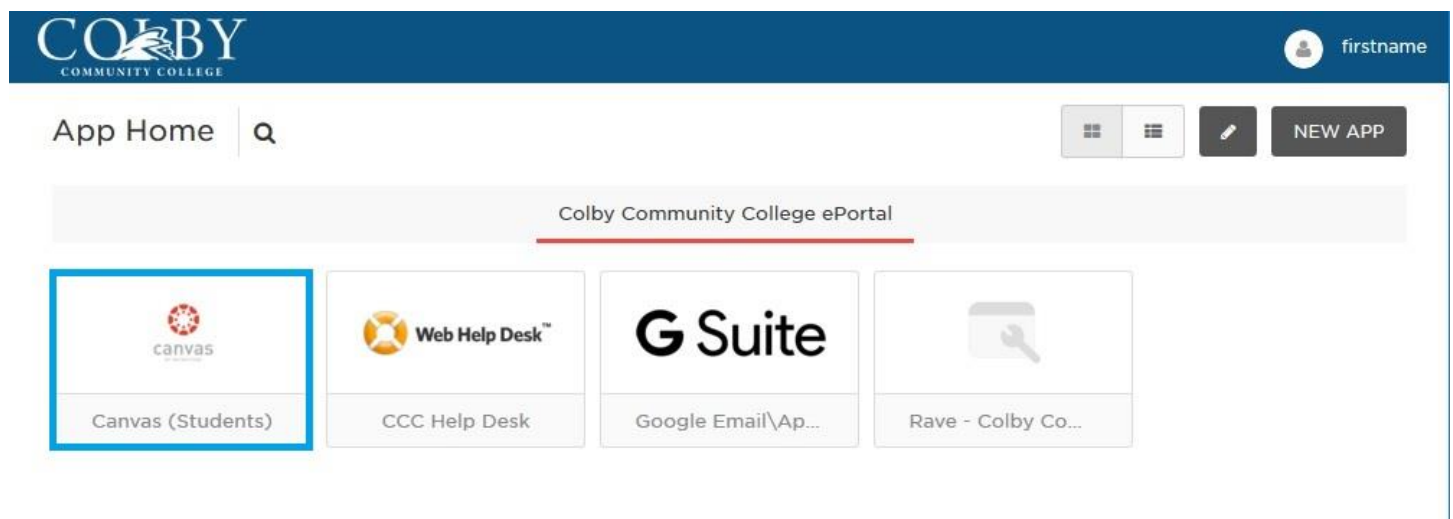
When first logging in, you will see your Dashboard.
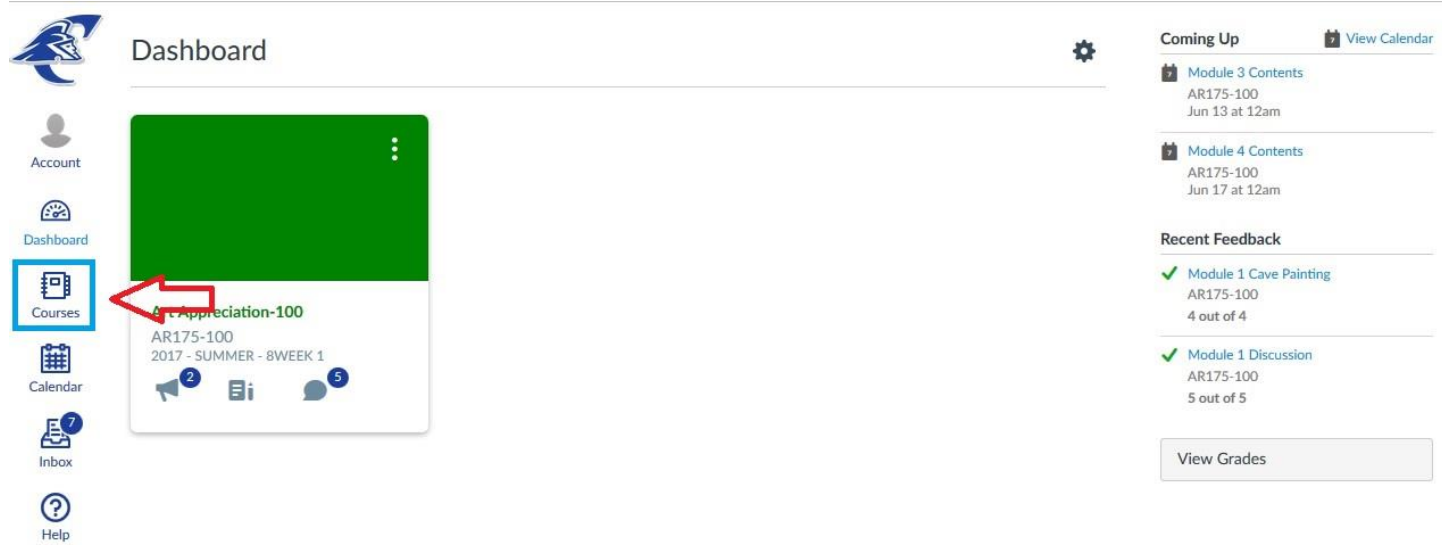
To add courses to your dashboard, click on "Courses."

Select "All Courses"

Click the star to add the desired course to your dashboard.

Logon to campus classroom computers

Press **Ctrl + Alt + Del** simultaneously. You will be prompted to enter your username and password.

Username: **(**Student ID Number **)**   **Example: 000098765**
Password: (ePortal password)

Forward email to your personal account

Every student admitted to Colby Community College will receive a campus email account. This is the only email that staff and faculty use to communicate with students. Be sure to check this email often! If you have another email that you prefer, follow the instructions below to forward your email.

Login to your campus email via ePortal and select the G Suite App.
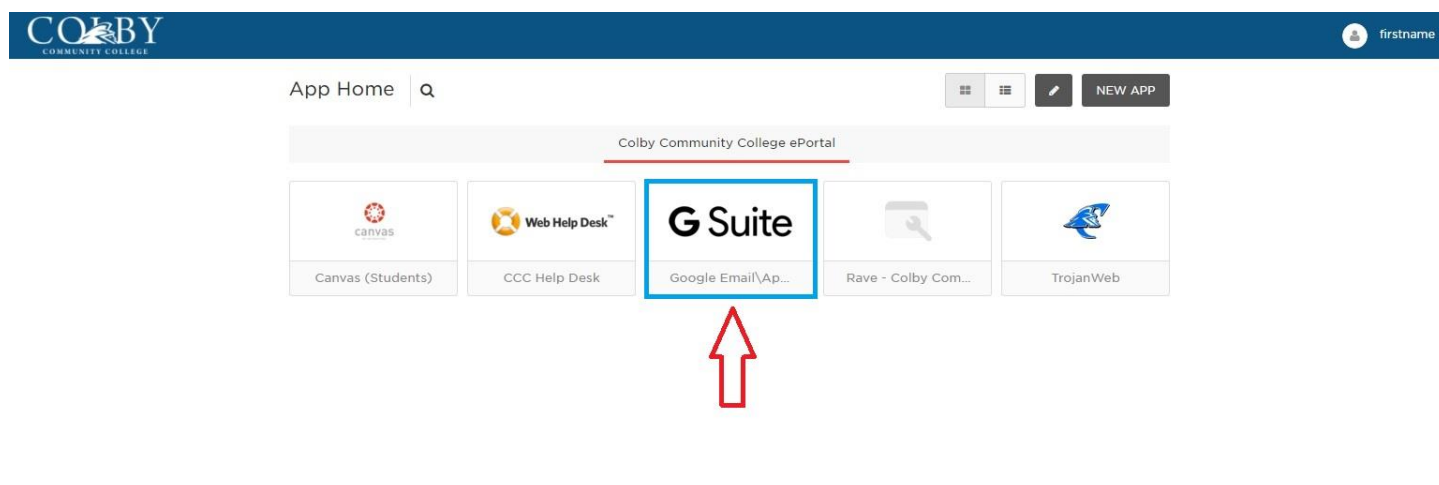
Once you are signed in click on the gear icon and select "Settings"
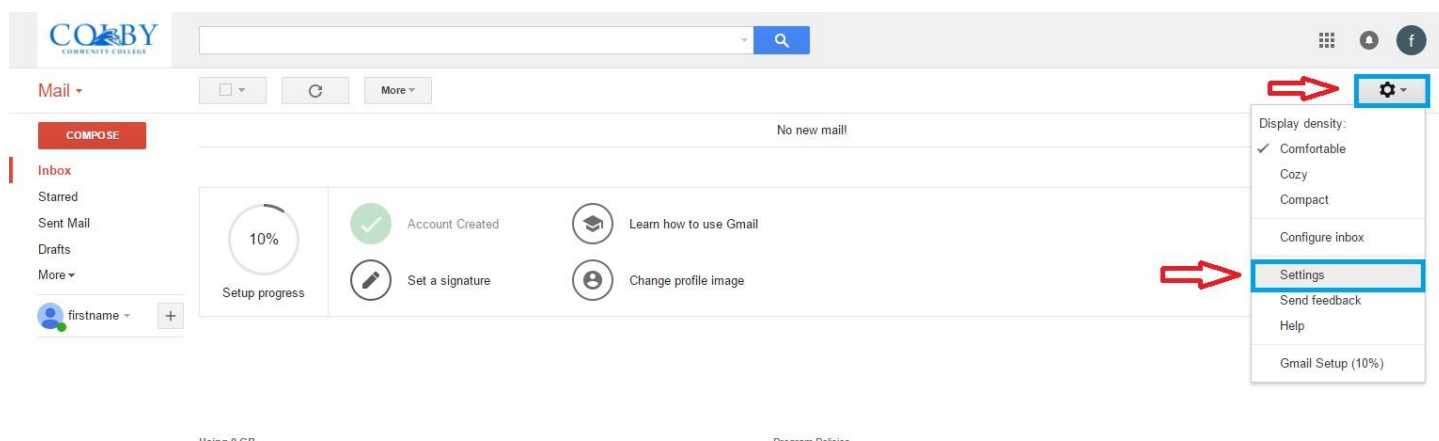
Within the Settings page, select the "Forwarding and Pop/IMAP" tab
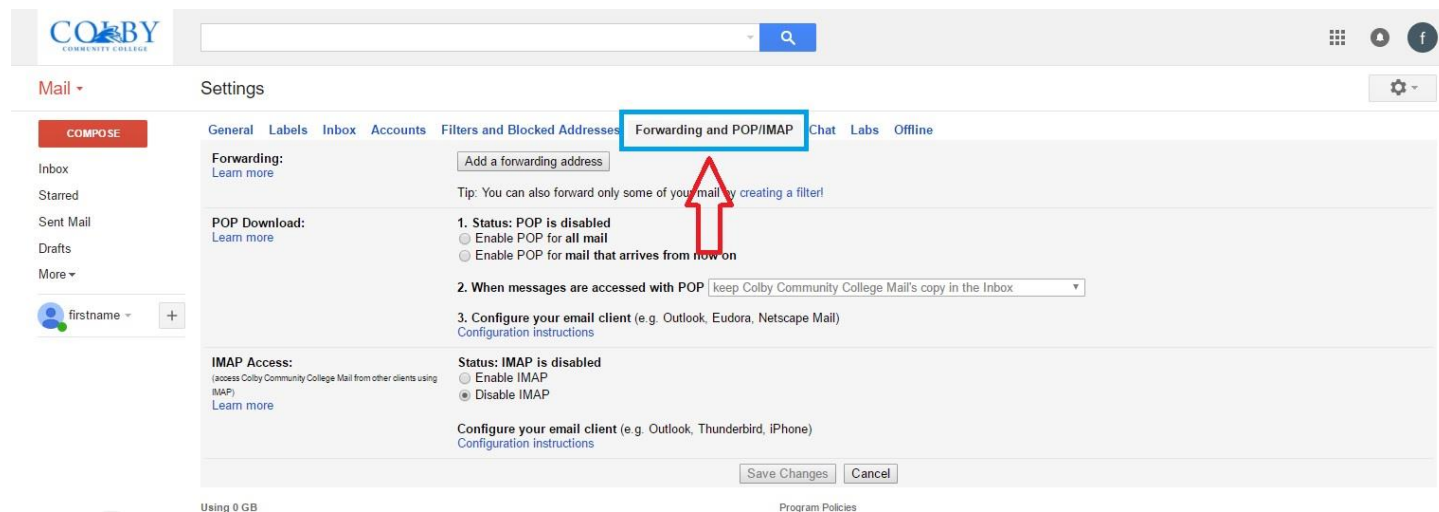
Now click the "Add a forwarding address" button
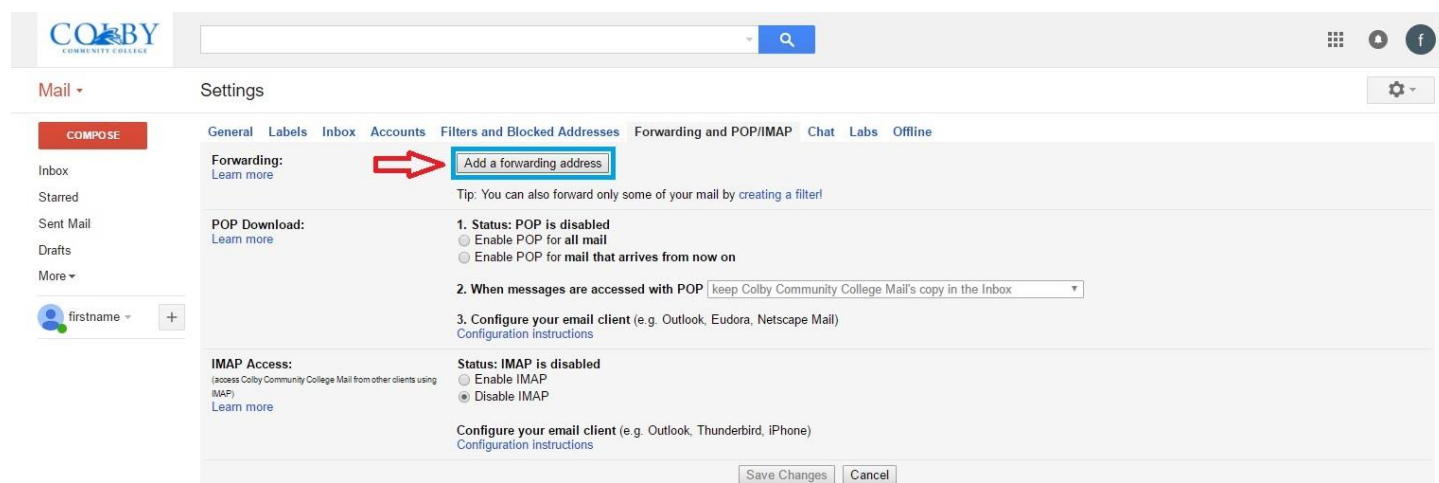
Enter the email address where you want your @trojans.colbycc.edu email forwarded.

Click the "Proceed" button to confirm the Forwarding address.

Now select the radio button to "Forward a copy of incoming mail to" and click "Save Changes" at the bottom of the screen.

Free Online Tutoring Resources
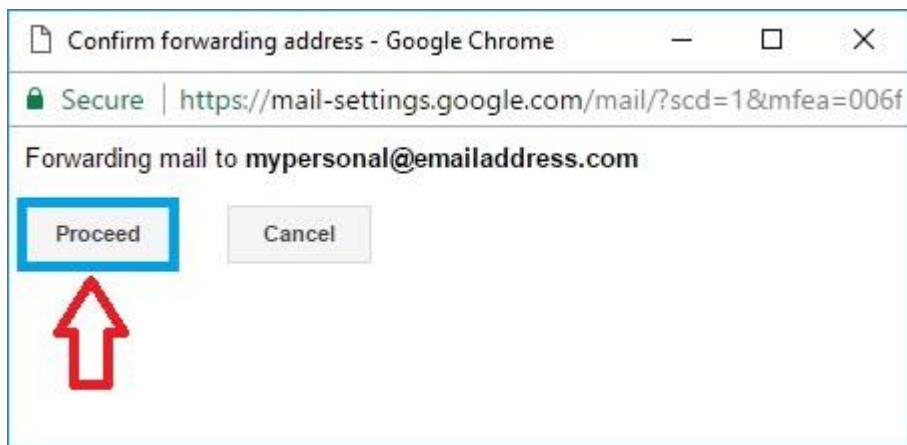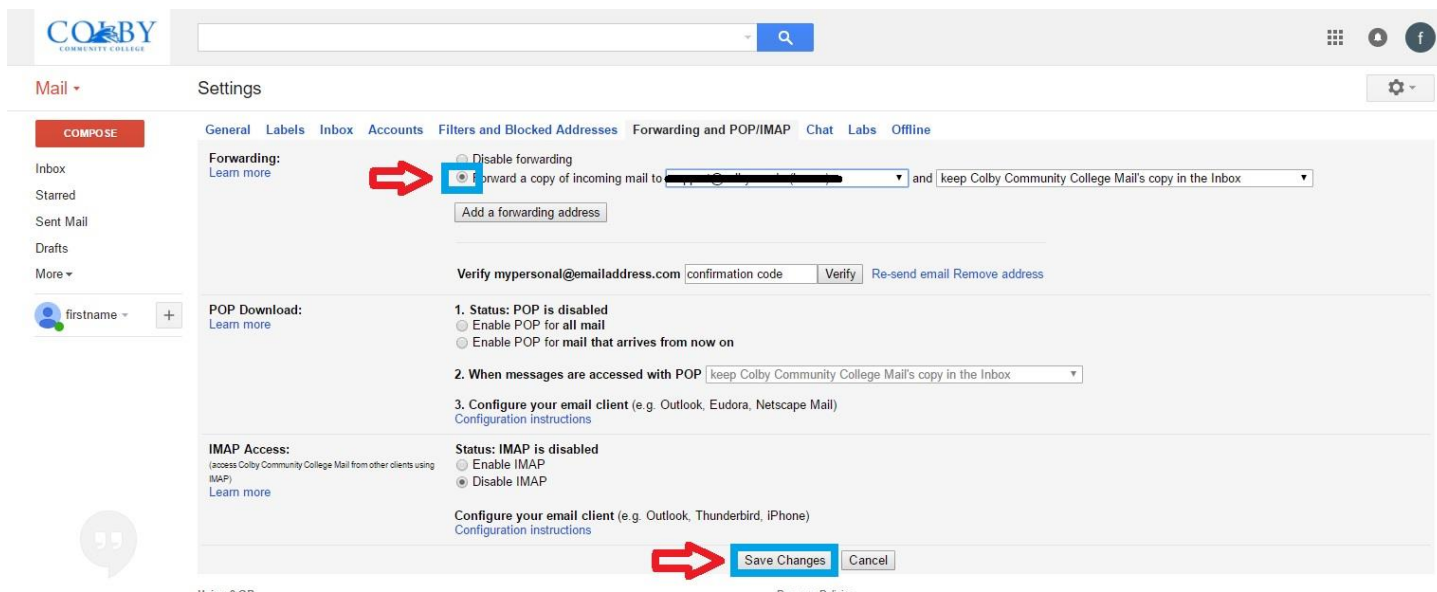
English	Math & Science	Career
Citation Machine English Grammar 101 Purdue OWL Basic Grammar	Khan Academy Free Graphing Calculator	Kansas Career Pipeline

Useful Contact Information

Department	Email	Phone
Admissions	admissions@colbycc.edu	785-460-4690
Bookstore	bookstore@colbycc.edu	785-460-5500
Financial Aid	financialaid@colbycc.edu	785-460-4695
Library	library@colbycc.edu	785-460-5487
Registrar	registrar@colbycc.edu	785-460-5509
Student Accounts	studentaccounts@colbycc.edu	785-460-4664
Information Technology	support@colbycc.edu	785-460-5541