



# HIGH SCHOOL CHECKLIST

Please complete the following steps to enroll in courses with CCC.



**1 GO TO  
WWW.COLBYCC.EDU**

**2 SELECT THE "APPLY  
NOW" BUTTON**

**3 SELECT THE  
"HIGHSCHOOL STUDENT  
ENROLLMENT" BUTTON**

**4 COMPLETE THE  
APPLICATION AND  
CLICK SUBMIT BUTTON**

Government ID = Social Security Number  
(from Social Security Card)

To find your ETS code:

Select the search icon, fill in the city and state of your High School. \*Be sure all other search boxes are empty.

Click on the name of your High School from the results and click the select button. The information will automatically be added into your application.

**5 CHECK FOR YOUR  
WELCOME EMAIL**

After submitting your application you will receive a welcome email from Admissions within 24-48 hours. \*Be sure to check your spam folder

**6 TEST YOUR LOGIN  
CREDENTIALS**

Use the log in information you received in your Welcome email to log into ePortal, TrojanWeb, and your Email accounts (Google Email/Apps).

**7 CONTACT YOUR  
HIGH SCHOOL  
COORDINATOR**

You are ready to enroll!  
If you know who your High School enrollment coordinator is, contact them to discuss your classes. If you are uncertain, contact the Outreach Department at 785-460-5509 or outreach@colbycc.edu