



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 "OUTREACH
APPLICATION"**

**4 COMPLETE THE
APPLICATION AND
SUBMIT**

Government ID =Social Security Number

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 within 24-48 hours. *Be sure to check your spam folder

**6 TEST YOUR LOG IN
CREDENTIALS**

Use the log in information you received in your Welcome email to log into ePortal, TrojanWeb, and your GSuite accounts.

**7 CONTACT YOUR
COORDINATOR**

You are ready to enroll!
If you know who your enrollment coordinator is contact them to discuss your classes. If you are uncertain, contact the Outreach Department at 785-460-4611 or outreach@colbycc.edu