



COLBY

COMMUNITY COLLEGE

CHALLENGE • CREATE • CONNECT

TROJAN GUIDE



**LEARN HOW TO LOG IN, ENROLL, CHECK CCC EMAIL,
APPLY FOR SCHOLARSHIPS, PAY YOUR BILL, ACCESS
COURSES, AND MORE!**

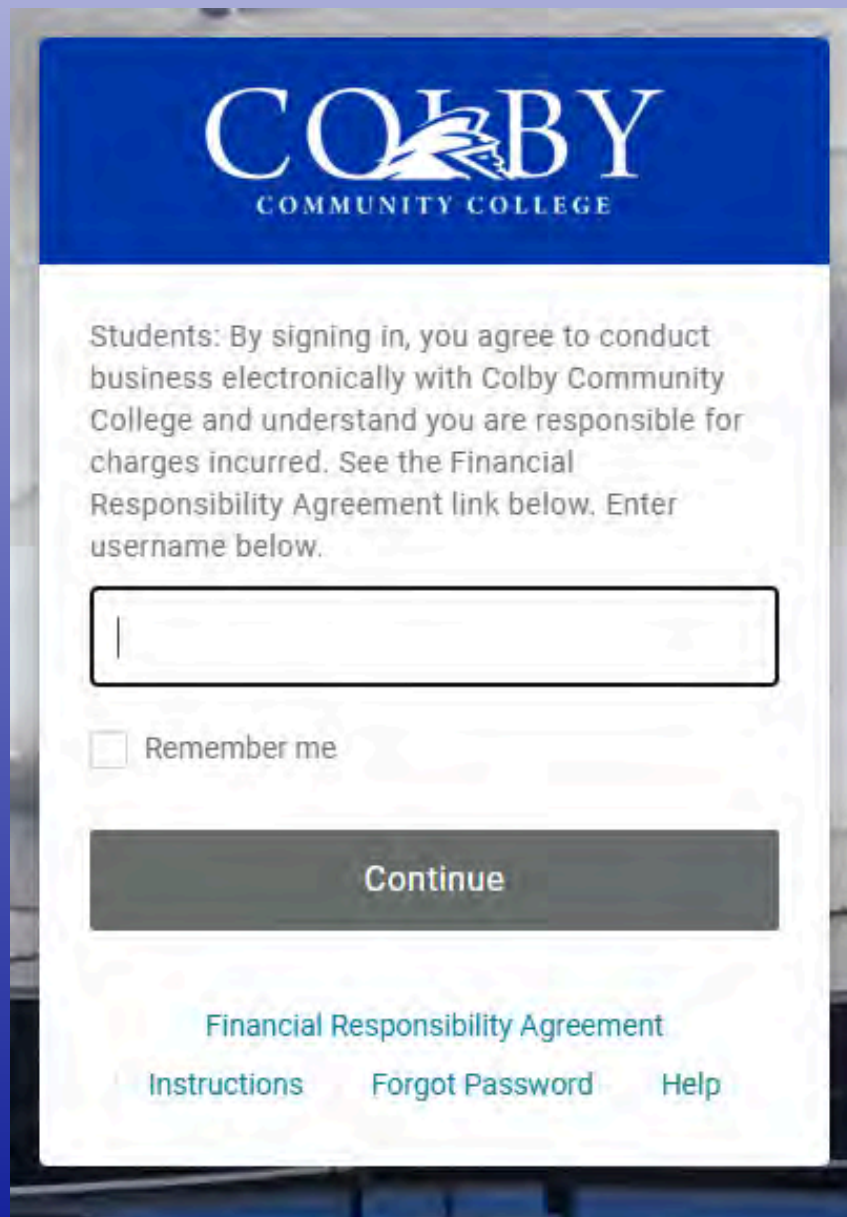
STEP 1:

Go to www.colbycc.edu, in the top left corner you will see the words "ePortal" click it!



STEP 2:

Enter your school email address and password that was provided in your acceptance email. The email address should be formatted as `firstname.lastname@trojans.colbycc.edu`.
EX: If your first name is Tommy and your last name is Trojan your email address would `tommy.trojan@trojans.colbycc.edu`

A screenshot of the Colby Community College login page. The page has a blue header with the college's logo. Below the header, there is a white box containing a disclaimer for students, a username input field, a 'Remember me' checkbox, a 'Continue' button, and links for 'Financial Responsibility Agreement', 'Instructions', 'Forgot Password', and 'Help'.

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Students: By signing in, you agree to conduct business electronically with Colby Community College and understand you are responsible for charges incurred. See the Financial Responsibility Agreement link below. Enter username below.

☐ Remember me

Continue

[Financial Responsibility Agreement](#)

[Instructions](#) [Forgot Password](#) [Help](#)

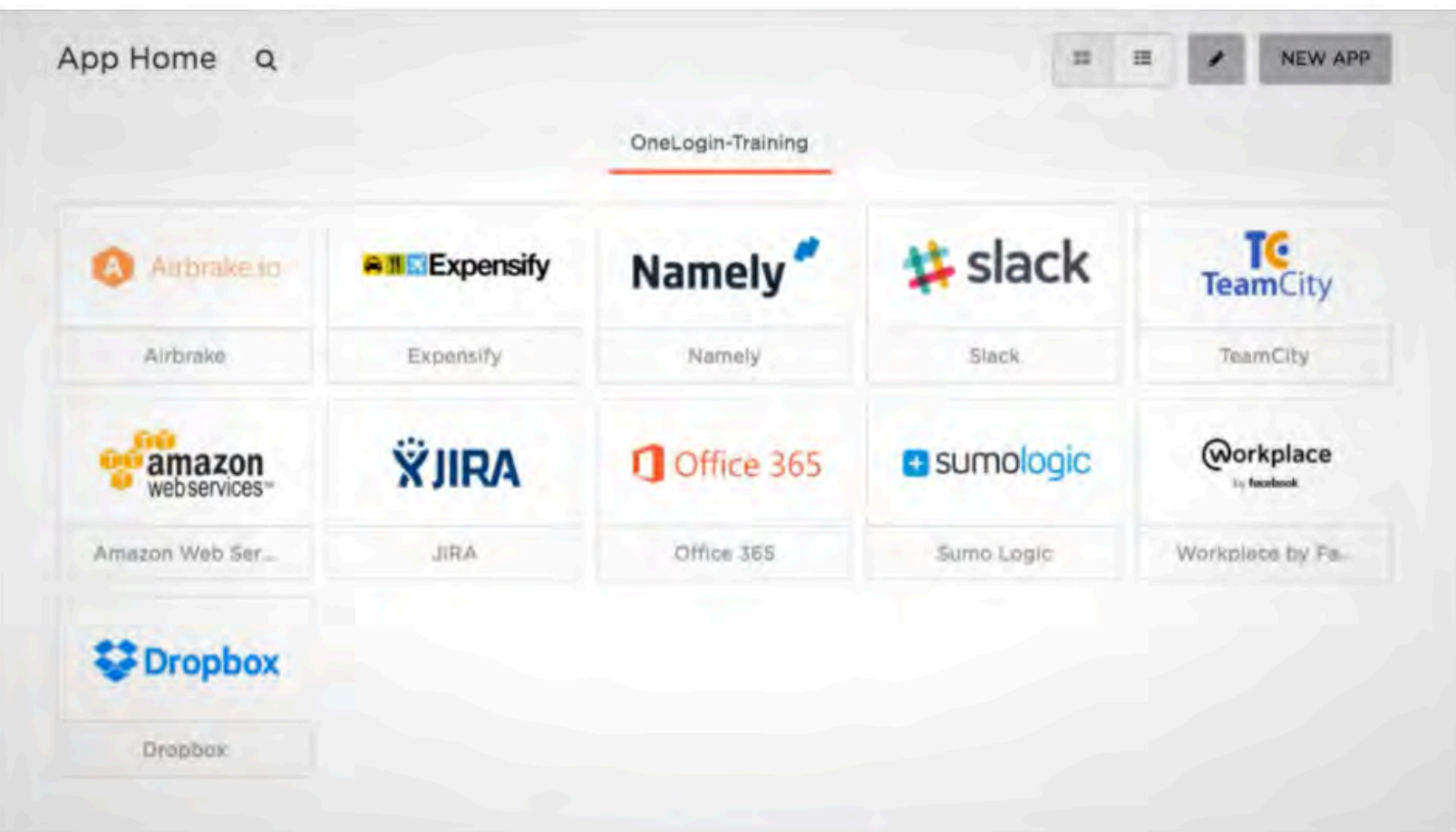
STEP 2A:

Upon logging in, you will be prompted to download OneLogin. It is highly recommended you add this extension to help avoid issues further down the road.

*Google Chrome is the preferred web browser.

Add OneLogin to your browser

OneLogin lets you sign in to your accounts and save new passwords.



Add OneLogin extension

skip

STEP 3:

Once you're logged in you will be brought to your ePortal home screen. Here you will find various icons, all which will be helpful in you becoming a successful CCC student.

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BP Bob

Search

Frequents ePortal: Colby Community College ePortal

AWARDSPRING
Awardspring

canvas
Canvas (Branded) Students

CIVITAS
LEARNING
Civitas Advising Tool

COLBY
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FINANCIAL AID
FinAid - NetPartner (Stud...

Email
Google Email\Apps

COLBY
COMMUNITY COLLEGE
Trojanweb

We recommend familiarizing yourself with the apps to feel more comfortable when using them!



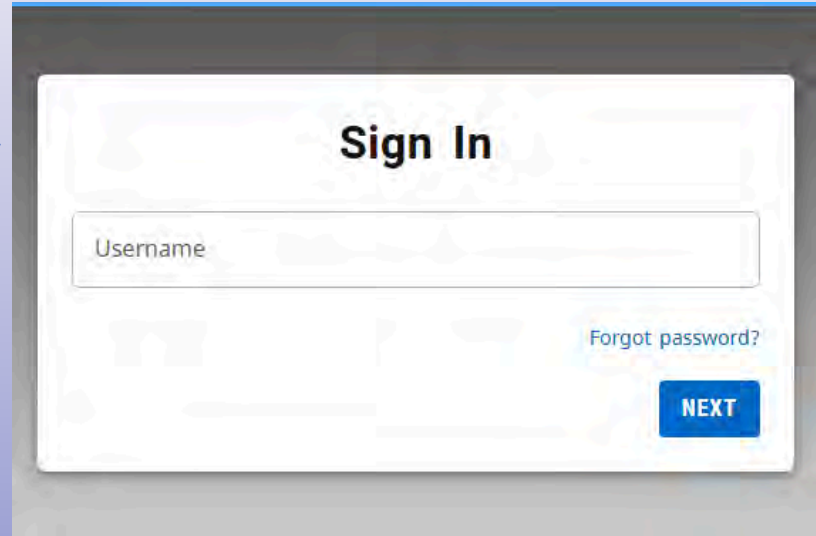
NAVIGATING TROJAN WEB

In TrojanWeb you can do a multitude of tasks. Some tasks include registering for classes, viewing your class schedule, making online payments, viewing your unofficial transcript and checking your grades.



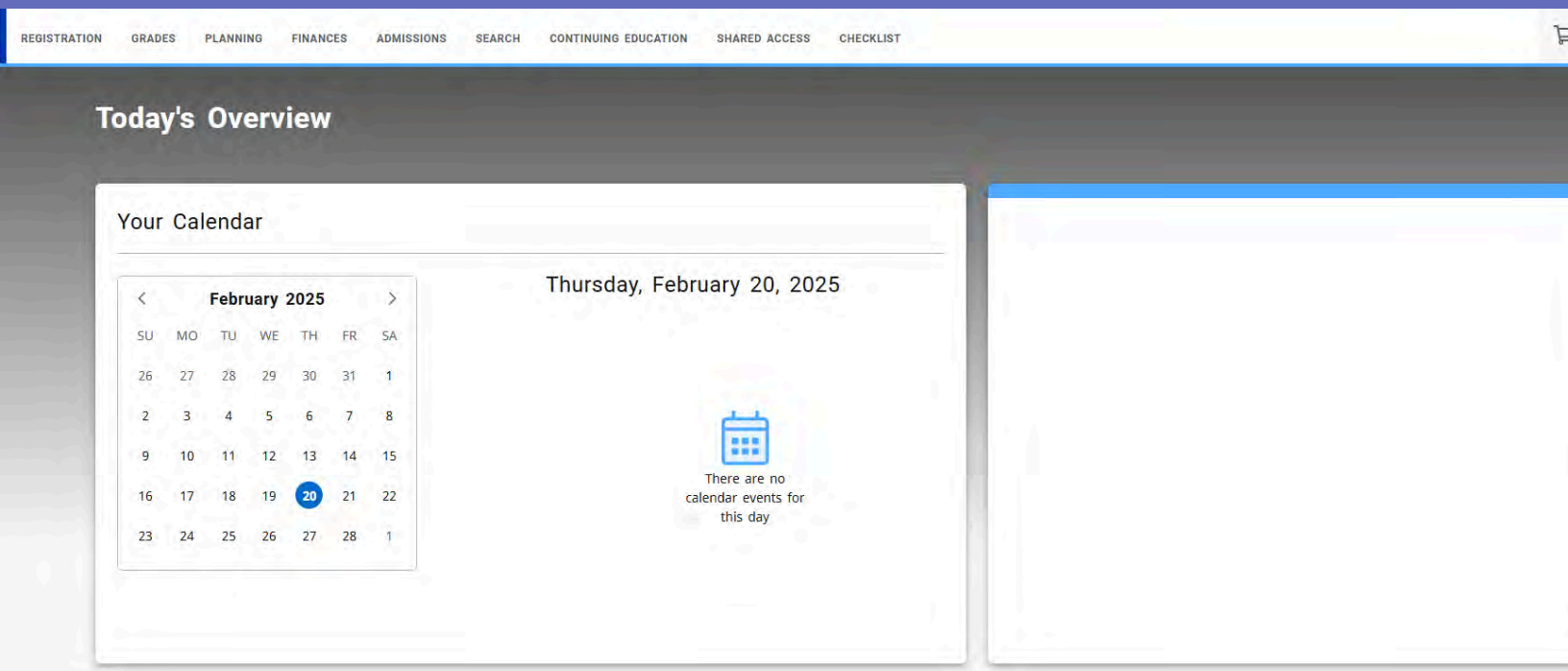
NAVIGATING TROJAN WEB

When accessing TrojanWeb, you should automatically be logged in. If not, you will log in using the same email and password used to log into your ePortal.



The image shows a 'Sign In' form for TrojanWeb. It features a title 'Sign In' at the top. Below the title is a text input field labeled 'Username'. To the right of the input field is a link that says 'Forgot password?'. At the bottom right of the form is a blue button labeled 'NEXT'.

Once you have successfully logged in you will be brought to the home screen of TrojanWeb.



The image shows the home screen of TrojanWeb. At the top is a navigation bar with the following links: REGISTRATION, GRADES, PLANNING, FINANCES, ADMISSIONS, SEARCH, CONTINUING EDUCATION, SHARED ACCESS, and CHECKLIST. Below the navigation bar is a section titled 'Today's Overview'. This section contains two main components: 'Your Calendar' and a large empty box. The 'Your Calendar' component displays a calendar for February 2025. The current date, Thursday, February 20, 2025, is highlighted. Below the calendar, there is a message that says 'There are no calendar events for this day'.

REGISTRATION GRADES PLANNING FINANCES ADMISSIONS SEARCH CONTINUING EDUCATION SHARED ACCESS CHECKLIST

Today's Overview

Your Calendar

February 2025

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

Thursday, February 20, 2025

There are no calendar events for this day

NAVIGATING TROJAN WEB

At the top of TrojanWeb you will see various tabs:

REGISTRATION

View your class schedule
View your academic plan
Order your books

GRADES

Request official transcript
Grade report
View your unofficial transcript

PLANNING

Degree Requirements
Transfer Course Equivalencies

FINANCES

Financial Aid
Make a payment

ADMISSIONS

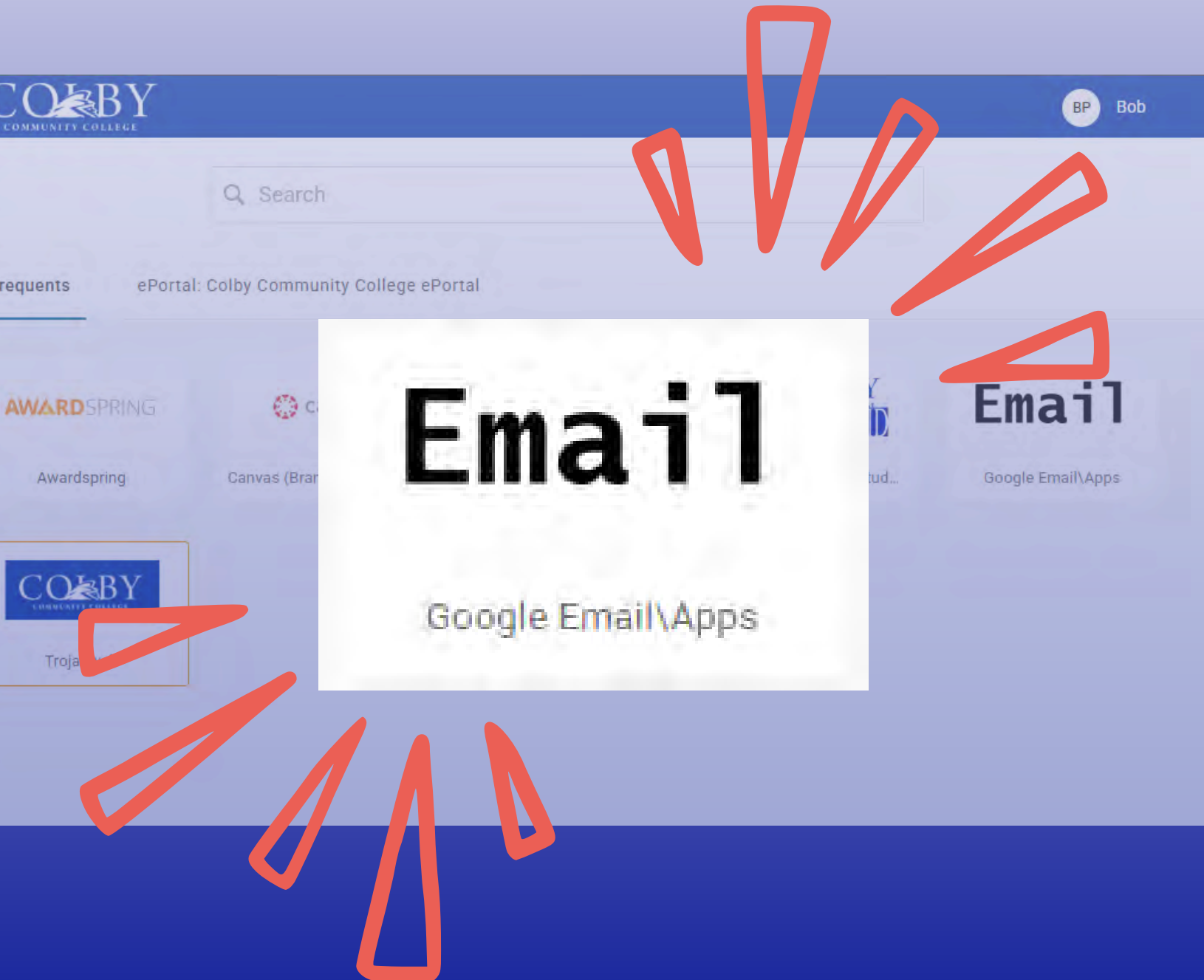
Apply
Inquire

SEARCH

Courses
Registration

NAVIGATING YOUR CCC EMAIL


When you are accepted to CCC you are provided an email, which can be accessed through your ePortal.





NAVIGATING YOUR CCC EMAIL


This email should be used to communicate with your professors. Checking it regularly helps you stay up to date with add/drop dates, events happening on campus and more.


 Gmail

 Compose

 Inbox

 Starred

 Snoozed

 Sent

 Drafts

 More

CCC Help Guide

tommy.trojan@colbycc.edu

CCC Help Guide

Good afternoon,

I hope this email finds you well. Thanks for referring me to the CCC Help guide! I have been able to access my TrojanWeb and register for classes. I was also able to get into my email, now I will be able to reach out to my instructors in case I have any questions or concerns!

You rock, thank you!
Bob

Send

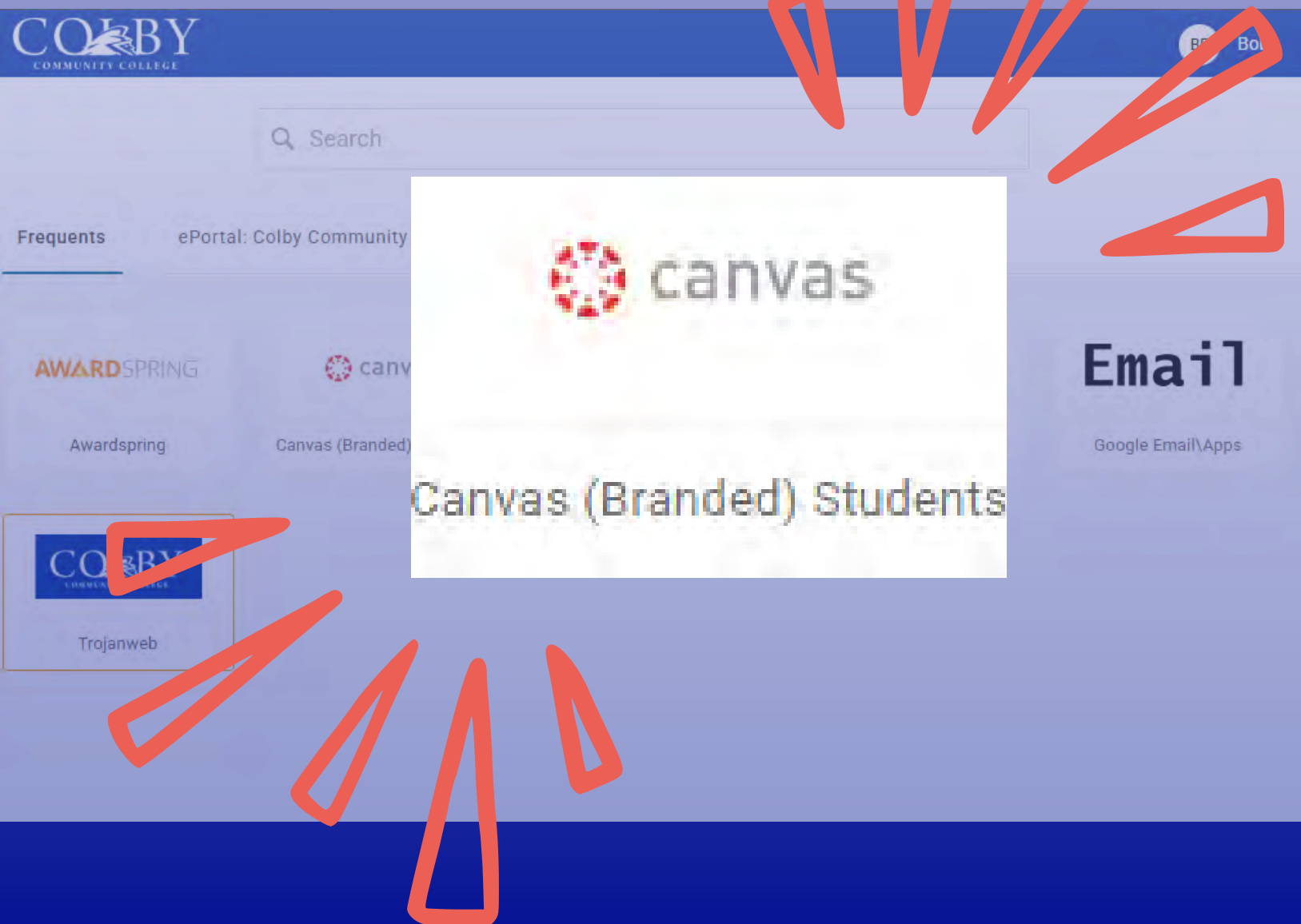




☆ 'CCC Public Informa.	100% Pass Rate for Nursing Students - July 27, 2023 Contact: Doug Johnson Public Relations Director doug.johnson@colbycc.edu (785) 460-5411 View in Browser 10...	  
☆ 'CCC Public Informa.	NJCAA Recognizes 52 CCC Student-Athletes for Academics - July 24, 2023 Contact: Doug Johnson Public Relations Director doug.johnson@colbycc.edu (785) 460-5411 View...	7/2
☆ 'CCC Registrar' via.	**Withdrawal Date Second 4-Week Session** - Good morning Trojans and happy almost weekend!!!! Today, July 20, is the final withdrawal date for the second 4-week session ...	7/2
☆ 'CCC Public Informa.	Volleyball Earns AVCA Academic Award - July 18, 2023 Contact: Doug Johnson Public Relations Director doug.johnson@colbycc.edu (785) 460-5411 View in Browser Volleyball ...	7/1
☆ 'CCC Public Informa.	Spring 2023 Graduates - July 13, 2023 Contact: Doug Johnson Public Relations Director doug.johnson@colbycc.edu (785) 460-5411 View in Browser Spring Graduates Announce...	7/1
☆ 'CCC Registrar' via.	Final Withdrawal Date for Full Summer Courses TODAY!!!! - Good morning Trojans!!!! TODAY, July 10, is the final withdrawal date for summer 8-week courses - these are the full...	7/1
☆ 'CCC Public Informa.	CCC Spring Honor Rolls Released - July 7, 2023 Contact: Doug Johnson Public Relations Director doug.johnson@colbycc.edu (785) 460-5411 View in Browser 146 Make Spring ...	7/
☆ 'CCC Public Informa.	Men's Basketball Golf Tournament Aug. 18 - July 7, 2023 Contact: Doug Johnson Public Relations Director doug.johnson@colbycc.edu (785) 460-5411 View in Browser Basketba...	7/

NAVIGATING CANVAS

Canvas is what you will use to submit assignments. You can check your grades here, participate in discussions, receive announcements from your professors, and see when all your assignments are due. Any online classes you take will also be here.



NAVIGATING CANVAS

DASHBOARD

If for some reason you do not see your classes on your canvas, please check the dates of when the class begins or reach out to IT or your advisor

You'll see the classes you are enrolled in here
You'll see upcoming assignments and due dates

COURSES

Here is another location where you will see the classes you are enrolled in

CALENDAR

Here you'll see important dates like when tests and assignments are due

INBOX

You can contact your instructors through your canvas as well as your CCC email

HISTORY

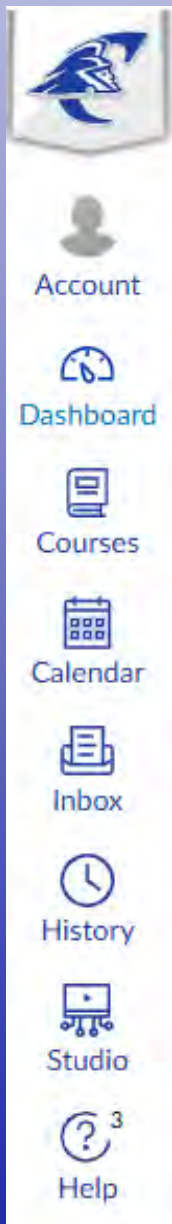
Lose your place? This tab can help you figure out where you left off

STUDIO

You can upload media here if certain assignments require it

HELP

You can contact Canvas support here or report any issues you are having with the site



NAVIGATING AWARDSPRING

Awardspring can be used to apply to scholarships that are offered through CCC. It is highly recommended you fill out the general application. Filling out the general application will help funnel in applications that are a good fit for you and what you are studying.

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Bob

Search

Frequents

ePortal: Colby C

AWARDSPRING

Awardspring

Canva

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Trojan

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ACAD

Partner (Stud...

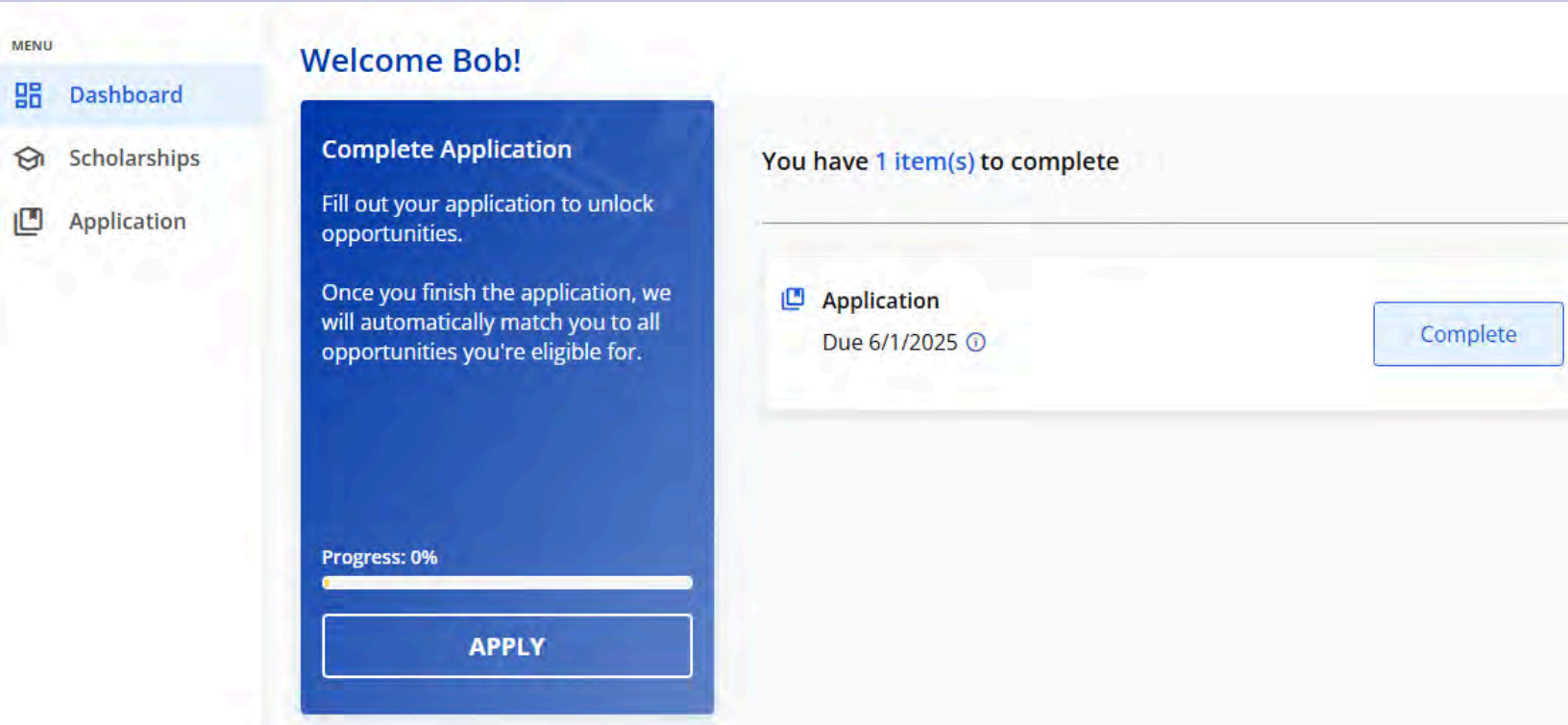
Email

Google Email\Apps

AWARDSPRING

Awardspring

NAVIGATING AWARDSPRING

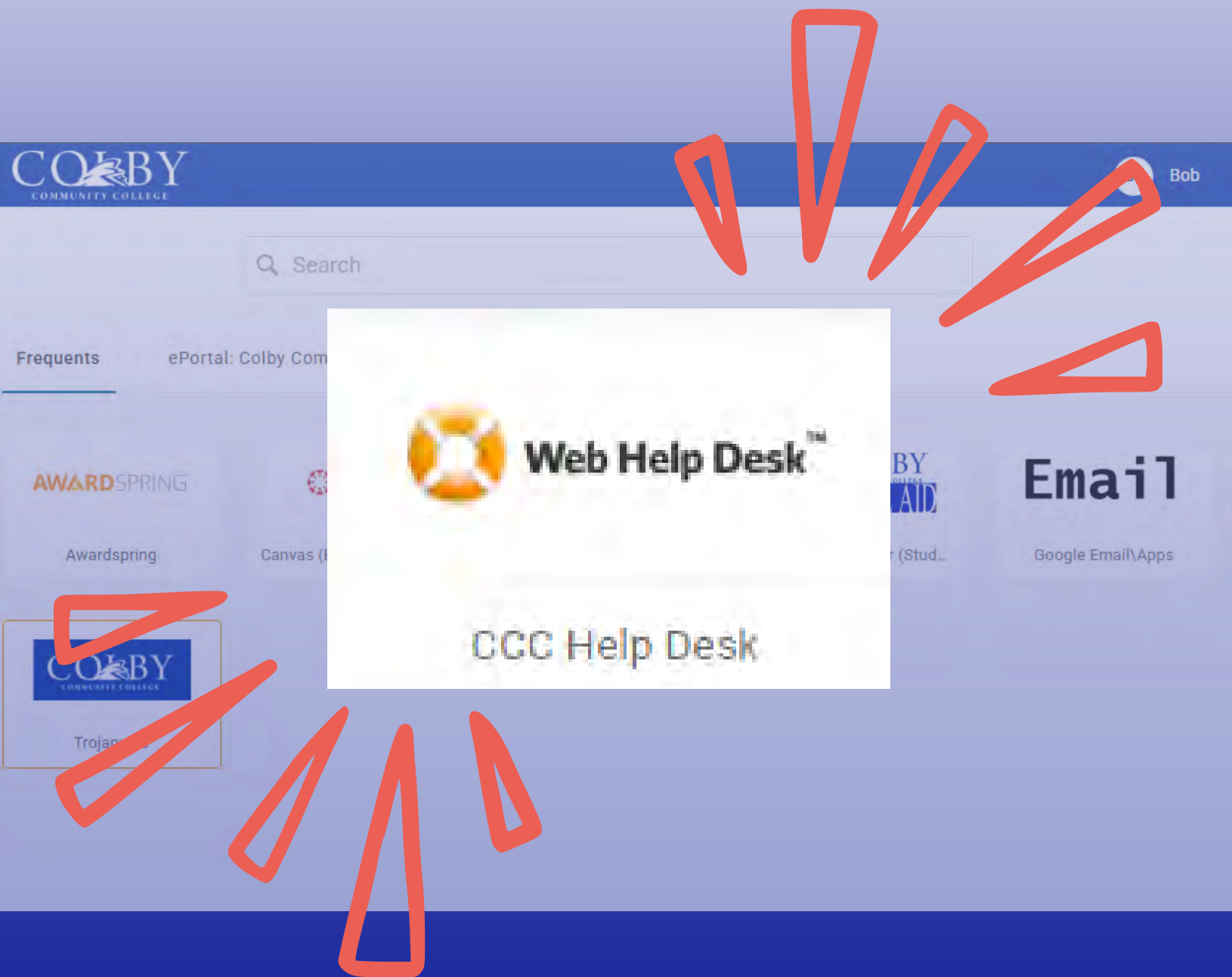


Awardspring can help you find scholarships not only based on what you are studying but also by your ACT/SAT scores, GPA, and much more! Check back periodically for follow up once you fill it out! Priority deadlines are December 31st and February 15th.

Have questions? You can contact scholarships@colbycc.edu for assistance!

NAVIGATING CCC HELP DESK

The CCC Help desk is where you can submit tickets to the CCC IT team and maintenance team.



NAVIGATING CCC HELP DESK

Filling out a request form will open a ticket, this will notify either department, depending on your situation, and they can start working on resolving whatever issue you maybe experiencing. The IT department can assist with log in issues and more. The maintenance can offer assistance if you're having issues in your dorm.



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Information Technology Help Desk

[Request](#) [History](#) [FAQs](#) [Messages](#) [Profile](#)

Help Request

Request Type

Subject

Request Detail

Location Room