



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:

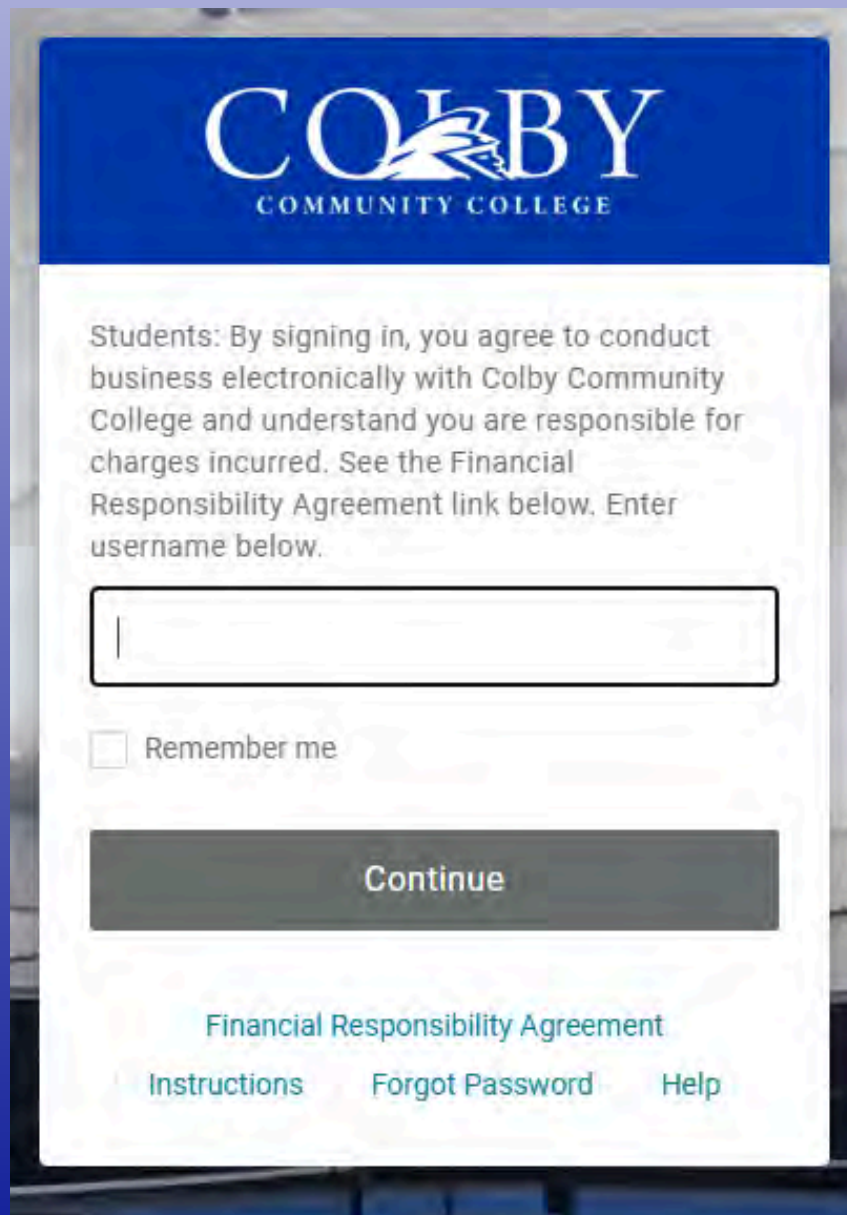
Go to www.colbycc.edu, in the top left corner you will see the words "ePortal" click it!



STEP 2:

Enter the ID number and password that was provided to you from your "welcome" email from CCC Admissions.

***Hint: It was in a PDF file attached to that email you were sent after we processed your application.**

The image shows a login page for Colby Community College. At the top is a blue header with the college's logo, which consists of the word "COLBY" in a serif font with a stylized bird or wing graphic integrated into the letter "O", and "COMMUNITY COLLEGE" in a smaller sans-serif font below it. Below the header, there is a block of text: "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." This text is followed by a single-line text input field. Below the input field is a checkbox labeled "Remember me". Underneath the checkbox is a large, dark grey rectangular button with the word "Continue" in white text. At the bottom of the page, there are three links: "Financial Responsibility Agreement", "Instructions", "Forgot Password", and "Help".

COLBY
COMMUNITY COLLEGE

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](#)

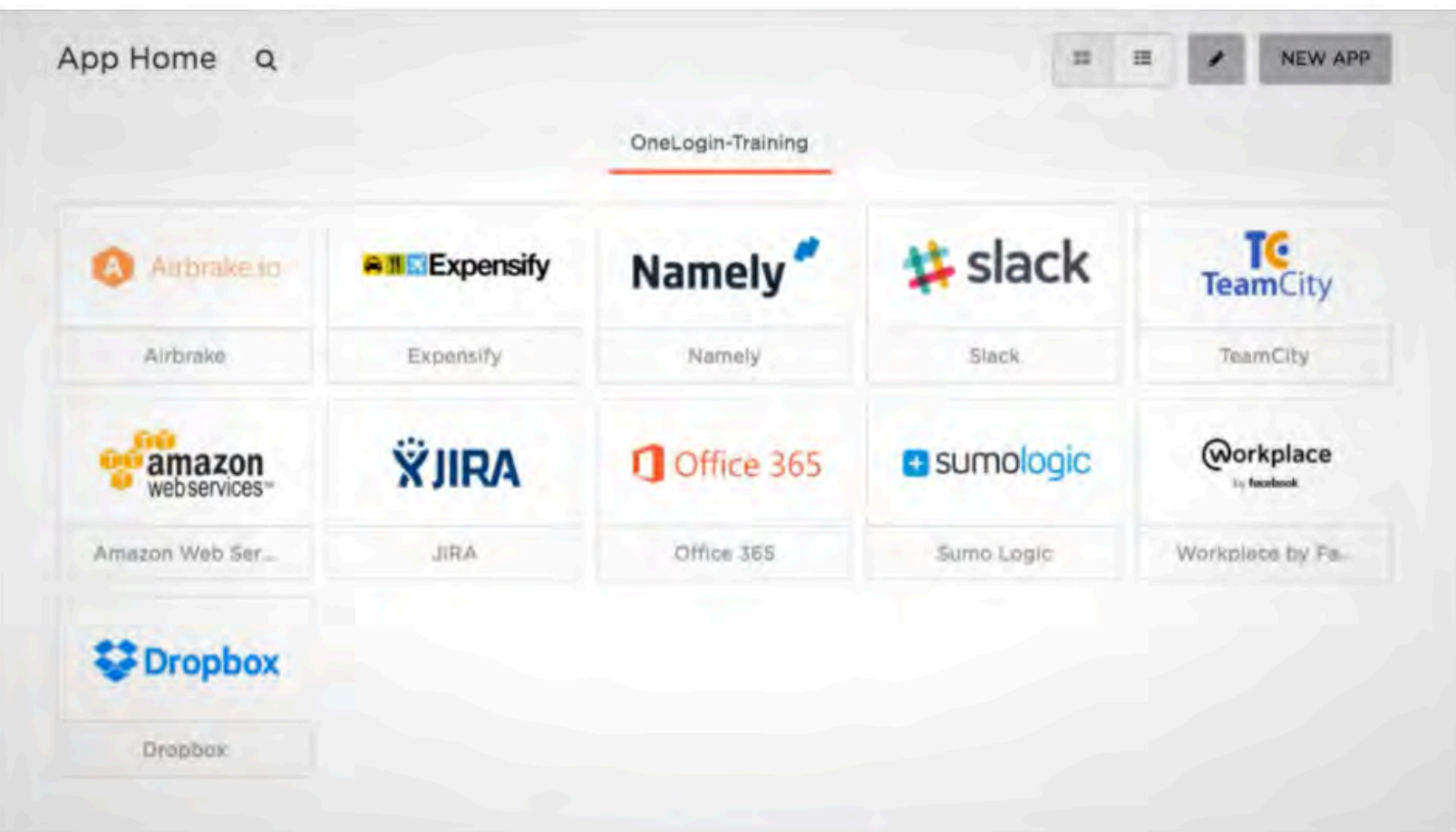
STEP 2A:

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.

Search

Frequents

ePortal: Colby Community College ePortal



Trojanweb



C3 Scholar



Canvas (Branded) Students



FinAid - NetPartner (Stud...

Email

Google Email\Apps

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



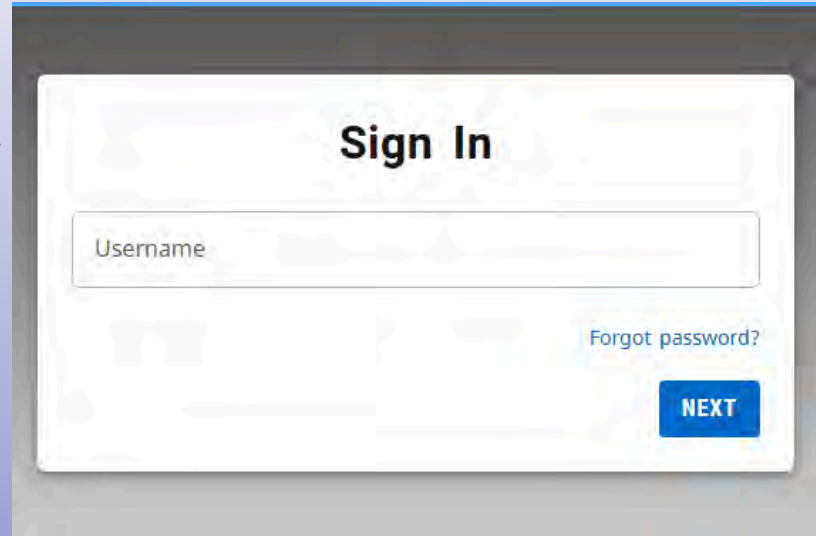
NAVIGATING TROJAN WEB

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.



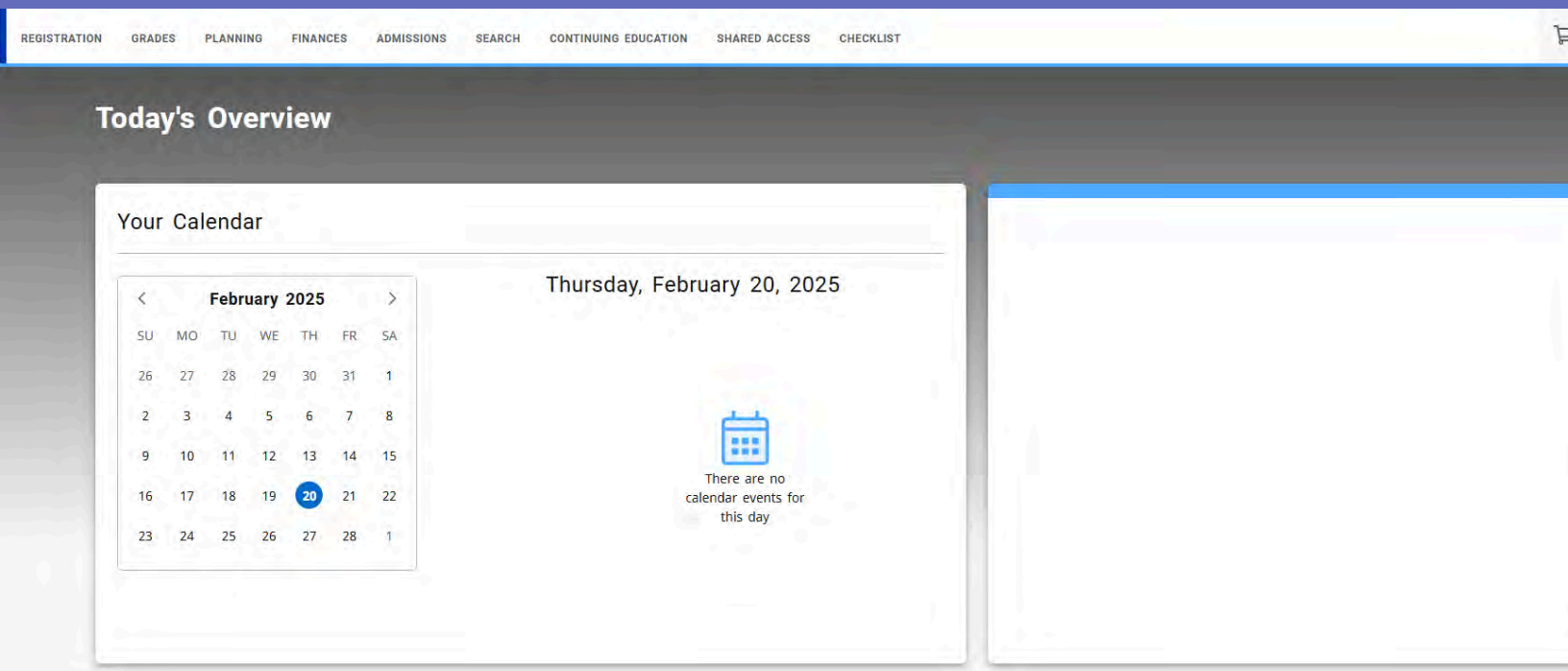
NAVIGATING TROJAN WEB

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 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: '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.


The image is a screenshot of the Colby Community College ePortal. At the top left is the Colby Community College logo. At the top right, a user profile shows 'BP Bob'. Below the header is a search bar with a magnifying glass icon and the text 'Search'. Underneath the search bar, the text 'ePortal: Colby Community College ePortal' is visible. The main content area displays several application tiles. A large white rectangular box is centered over the tiles, containing the word 'Email' in a large, bold, black font, and 'Google Email\Apps' in a smaller, regular black font below it. Several red hand-drawn arrows point towards this central box from various directions: one from the top right, one from the top center, one from the top left, one from the right side, one from the bottom right, one from the bottom center, one from the bottom left, and one from the left side. The background tiles include 'AWARDSPRING', 'Canvas (Br...', 'Google Email\Apps', and a tile with the Colby logo and the text 'Troja'.


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.




 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

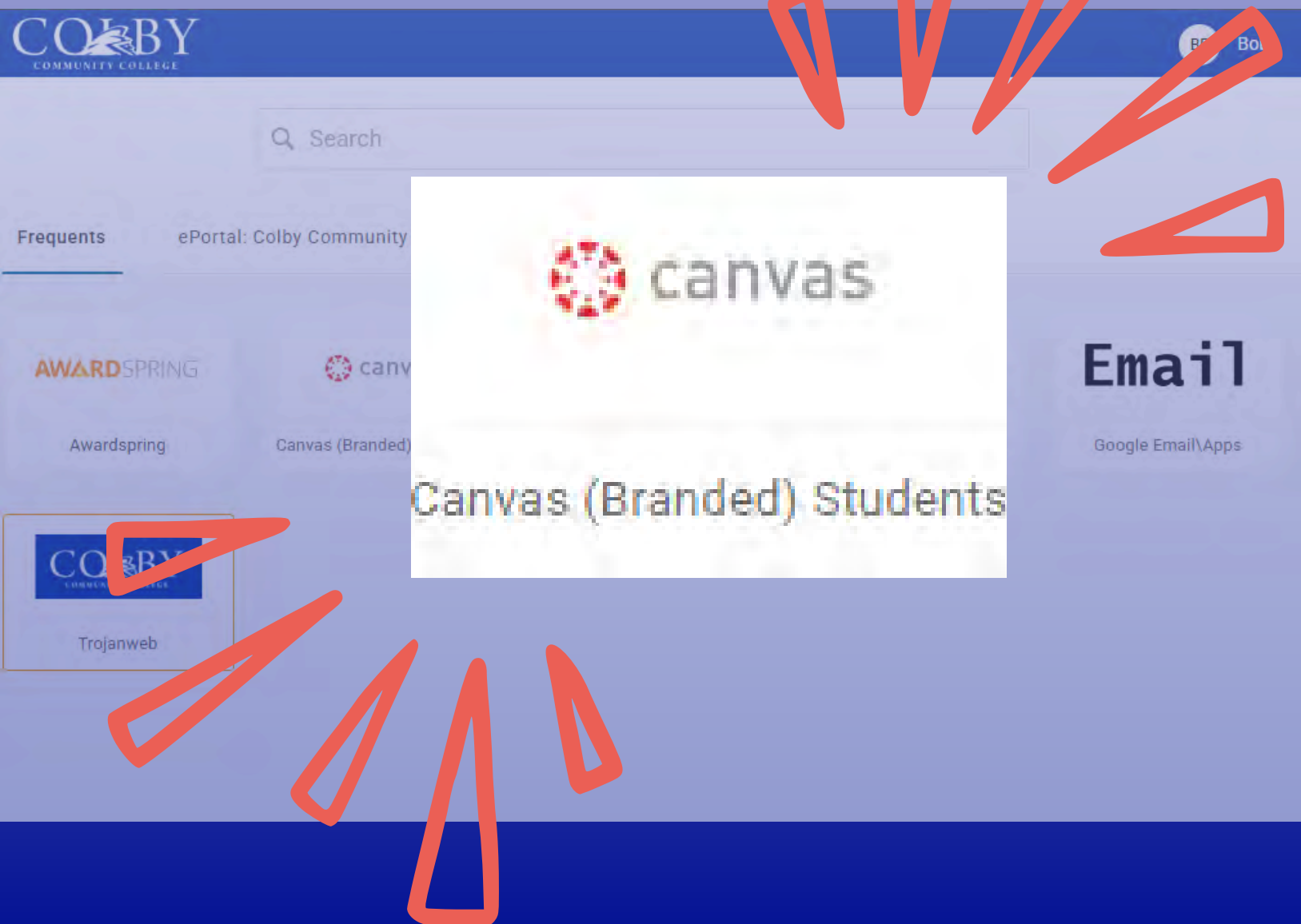




☆ 'CCC Public Informa.	100% Pass Rate for Nursing Students - July 27, 2023 Contact: Doug Johnson Public Relations Director doug.johnson@colbycc.edu (785) 460-5411 View in Browser 10...	  
☆ 'CCC Public Informa.	NJCAA Recognizes 52 CCC Student-Athletes for Academics - July 24, 2023 Contact: Doug Johnson 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

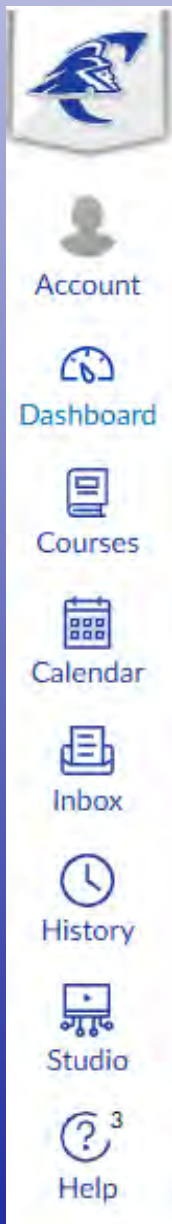
Lose your place? This tab can help you figure out where you left off

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 C3 SCHOLAR

C3 Scholar can be used to apply to scholarships that are offered through CCC. All you have to do is fill out the general application, check back about once a week for any follow up, and accept your scholarships.

***Please use the "Forgot Password?" button upon first arrival as you will need to reset your password for first entry.**

COLBY
COMMUNITY COLLEGE

Bob

Search

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AWARDSPRING

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Canvas

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Email

r (Stud...

Google Email\Apps



C3 Scholar

NAVIGATING C3 SCHOLAR



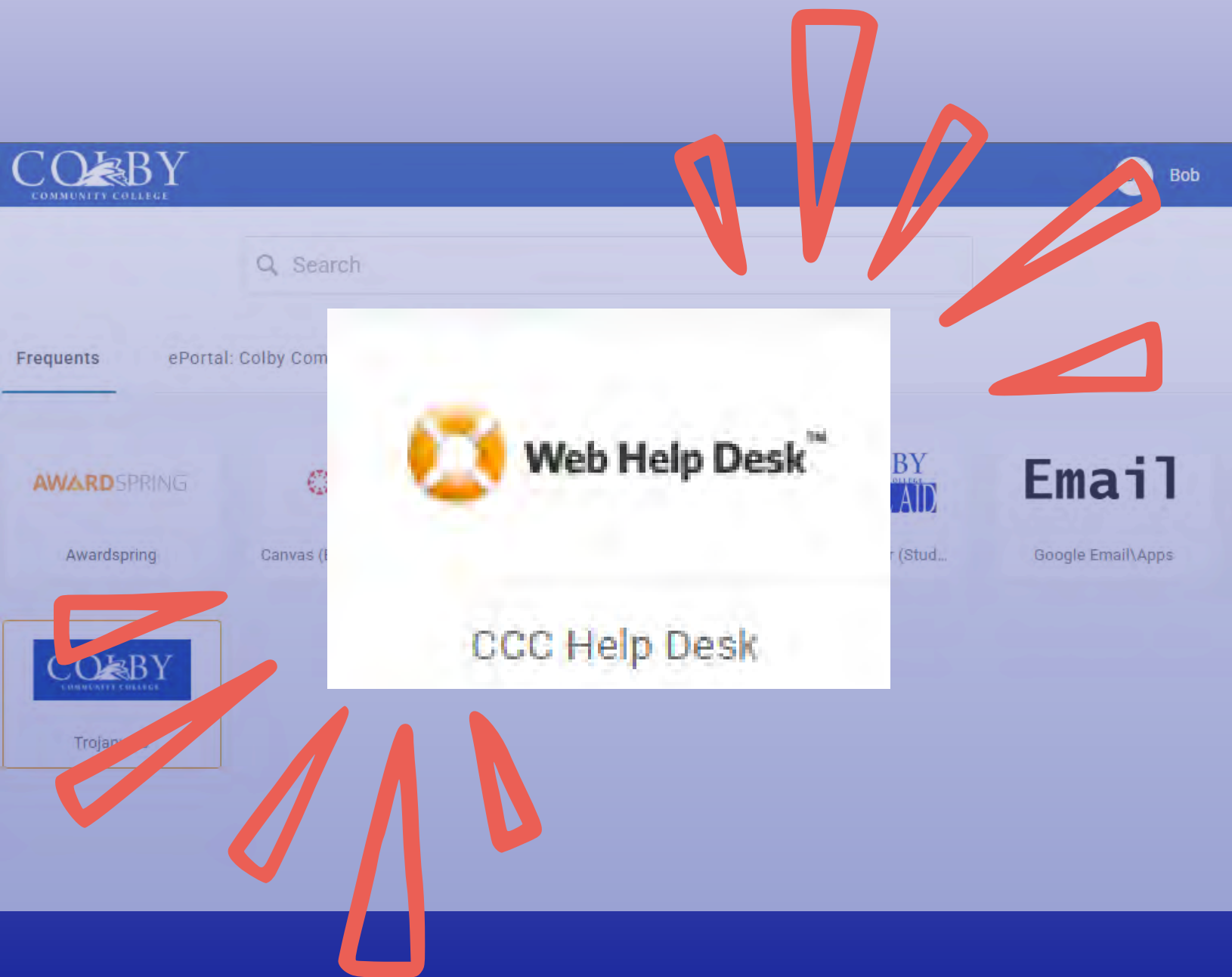
- ← This will show you a list of scholarships offered.
- ← Fill this part out!!!
- ← Check this regularly!

C3 Scholar 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 January 1st 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.



The screenshot shows the 'Help Request' form on the Colby Community College Information Technology Help Desk website. The header is dark blue with the Colby Community College logo and name on the left, and 'Information Technology Help Desk' on the right. Below the header is a navigation bar with links: Request, History, FAQs, Messages, and Profile. The 'Request' link is highlighted. The main content area is white and contains the 'Help Request' form. The form has the following fields: 'Request Type' (a dropdown menu), 'Subject' (a text input field), 'Request Detail' (a large text area), 'Location' (a dropdown menu), and 'Room' (a dropdown menu). At the bottom of the form are two buttons: 'Save' and 'Cancel'.

COLBY COMMUNITY COLLEGE Information Technology Help Desk

Request History FAQs Messages Profile

Help Request

Request Type

Subject

Request Detail

Location Room

Save Cancel