![Clackamas Community College | Advanced College Credit — HIGH SCHOOL CONNECTIONS]

Checking Your ACC Class Rosters in myClackamas

It is important to check your ACC Rosters during the ACC registration weeks so you can verify who has registered for the college credit. As an ACC Instructor you are responsible to verify that only eligible students have enrolled in your class for the current term at the high school. If you see students on your roster that should not be there, please contact the ACC Office at 503-594-3208 or accinfo@clackamas.edu.

2017-18
Important Dates for Roster Checks

Trimester Schools
Fall Term	Oct. 2nd – Nov. 3rd
Winter Term	Jan. 8th – Feb. 9th
Spring Term	Apr. 9th – May 11th

Semester School
1st Semester	Oct. 2nd – Nov. 3rd
2nd Semester	Apr. 9th – May 11th

Step 1: Access myClackamas at www.clackamas.edu;
Click the MyClackamas link at the top right corner

Step 2: Log in using your CCC Login Information
Username Example: jane.smith
*NOTE: You will need to select the @clackamas.edu option to change it from the student extension.

Enter your password.
If you have forgotten your password, click on Forgot your password and follow the steps to reset the password. Your secondary email is set to your high school email.

Click Log On

If you need assistance logging in, contact: ACC Office at 503-594-3208 or CCC IT Dept. at 503-594-3500.

This is what you will see when you are logged in. Click Faculty Information

Click on Class Roster to check rosters throughout the term.
Contact ACC Office right away if a student is on the roster that should not be or that you do not know. These reg. errors need to be fixed asap.

Select the Term from drop down- i.e. 2017/FA (start/end dates not needed). Click Submit.

A listing of your courses for the term will come up—select the roster you wish to see and hit enter or click submit.