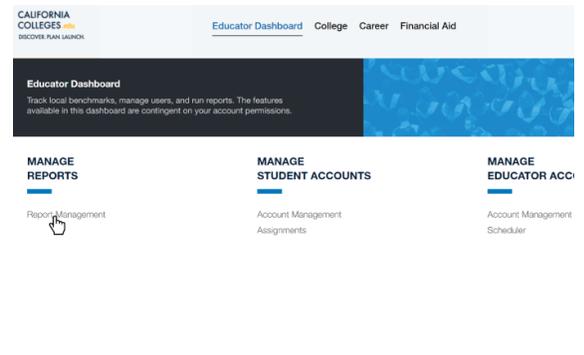CALIFORNIA COLLEGES.edu

DISCOVER. PLAN. LAUNCH.

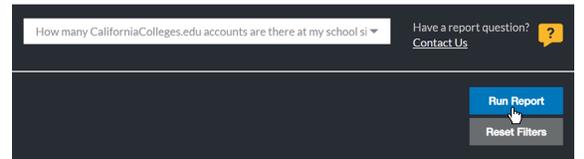# Confirming Student Account Registration

CaliforniaColleges.edu gives your students access to a wide range of tools that can help them discover their college and career goals, make plans for how to achieve them, and launch into fulfilling futures. But before they can take advantage of these tools, students must first register their accounts.

The account registration reporting tool on CaliforniaColleges.edu allows you to quickly identify which students have yet to register, so you can follow up and ensure they have access to their accounts.

— To access the tool, sign in to your CaliforniaColleges.edu account, and, from the Educator Dashboard, click **Report Management**.

— Select the report category **Accounts**, and click on **How many CaliforniaColleges.edu accounts are there at my school site?** Then click **Run Report**.

— This report tells you at a glance how many CaliforniaColleges.edu accounts have been created for your school site and how many of those are registered.

— For each user role, you can see the number of accounts that are registered, the number that are unregistered, the total number of accounts and the percentage of accounts that are registered.

User Role	Registered Accounts	Unregistered Accounts
High School*	148	183
Parent	16	1
Educator	5	0
Counselor - Caseload Only	3	0

— Those listed under the user roles **High School** or **Middle School** are student accounts.

Video instructions on confirming student account registrations on CaliforniaColleges.edu are available at **vimeo.com/californiacolleges/confirming-student-accounts**

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— Clicking on the number under **Unregistered Accounts** will take you to a list of all unregistered student accounts.

Account Name		Grade	Statewide Student ID
1, gradDatesTest1	ⓘ	12	9999970219
2, gradDatesTest2	ⓘ	12	9999970220
2020, ClassTest	ⓘ	12	9999970212

— Use the **Up** and **Down Arrow** icons to sort the list by Account Name and Grade.

— To download this information as a spreadsheet you can view on your computer, go to the **Actions** options and click **Download XLSX** or **Download CSV**. Clicking **Summary** will take you back to the Summary view.

w many CaliforniaColleges.edu accounts are there at my school site?   **Actions:** Download PDF Download XLSX Download CSV
cted: Educator: All. Grade: All. Course: All. Section: All. Gender: All
ll. Special Population: All. Race: All

High School*: Registered Accounts

information about the educator user roles, click here.
chool is defined as student users between the grades of 6 and 8. High School is defined as student users between the grades of 9 and 12.

t Name		Grade		Statewide Student ID	Local Student ID	Email/Username
eCheckCMPMatched	ⓘ	12		9999970277	9999970277	gradecheckcmpmatched@ccgi.e

— If a student is already registered, you can view more details by clicking on the number listed under **Registered Accounts**.

— This provides you with a list of all registered student accounts, including their name, grade, SSID, local ID, username, and the time of the student's most recent sign-in to their account.

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High School Transcript GPA

4.00

Reflects your GPA as calculated by your high school.

Transcript data most recently submitted on 09/16/2019

— Clicking on a student's name will take you into their **My Plan**, where you can view their coursework and other college and career planning information.

It's that easy. Now you can ensure your students have registered their CaliforniaColleges.edu accounts and have the tools they need to embark on their college and career journey.

To learn more about how CaliforniaColleges.edu can help smooth your students' college and career paths, visit CaliforniaColleges.edu/#/help