



Requesting and Registering an Educator Account

To better support your students in college and career planning, you need a way to monitor their progress. With an Educator Account on CaliforniaColleges.edu, you can view your students' planning progress, activity completion, and college and financial aid applications, all in one place.

How Can I Get an Educator Account?

1. **Your district** must file a **Student Privacy Protection Agreement** (as required by [AB 1584](#)) to authorize the sharing of student information with the California College Guidance Initiative (CCGI). [Contact us to begin this process](#).
2. An **Administrator** creates your Educator Account. [Contact us](#) if you're unsure who your Administrator is.
3. **You** register your account on CaliforniaColleges.edu, following the steps outlined below.

How Do I Register an Educator Account?

- When your Educator Account is created, you will receive an email with a **verification code**. Save this code in an easily accessible place.
- Go to CaliforniaColleges.edu and click the **Register Your Account** button on the top-right corner of the page.
- Select **I am an Educator** from the dropdown menu and enter the names of your school district and your school. Click **Next**.
- Enter your **district-provided email address** and **check the box below** to confirm you are a district employee with a legitimate educational interest in viewing student records. Click **Next**.
- **If no account has been created**, you will see the name of your Administrator who manages Educator Accounts (there may be more than one). Click their name, email them, and request an account.
- **If your district or school site does not have an administrator**, you will be taken to a form that can be used to determine your eligibility.
- If your school uses **Sign Up with Google**, click the button. To sign up using your email address, click **Next**.
- Enter the **verification code** from the email you received. If you didn't receive one, check your junk mail folder or click the link to resend it.
- Enter a **password**, making sure to abide by the password requirements. Re-enter it to confirm, then click **Register**.

Register Your Account ?

That's all it takes. Your Educator Account is registered, and you can begin using CaliforniaColleges.edu. To learn more, visit [CaliforniaColleges.edu/#/help](#).

Video instructions on how to create student accounts are available at vimeo.com/californiacolleges/register-educator-account