State University of New York
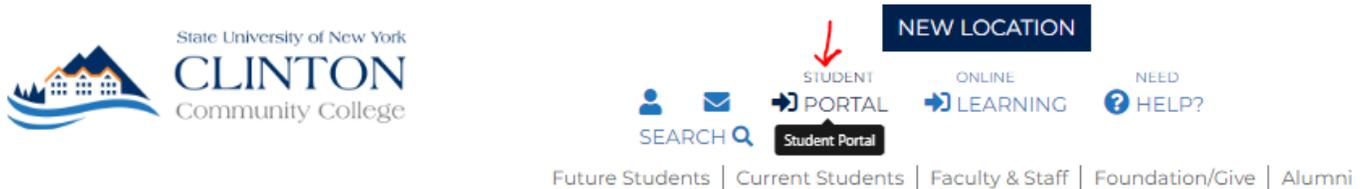CLINTON
Community College

Accessing Your CCC Student Portal

To Obtain Access to the Student Portal:

1. Go to the **Clinton Community College** homepage – www.clinton.edu

2. Click the **Student Portal** link located at the top of the page.

*NOTE: The username and password you used for your online CAP application is __NOT__ the same as the username and password you will use for the Student Portal. ***SOCIAL SECURITY NUMBER REQUIRED***

3. Click on the **Activate Your Account** link. Enter your first name, last name, SSN, birthdate, and a password.

   a.   Click on **Submit**.

   b.   You will receive a confirmation message and login information. You may want to print or take a screen shot of your confirmation page for quick reference.

4. Back on the login page, enter your **Username** from the confirmation page and the **Password** you just created. Change the **Term** to the appropriate semester using the dropdown menu.

   a. Your username is equal to your first name, middle initial, last name, with no spaces between. So, John Carter Smith's username would be johncsmith. If you do not have a middle name, or did not include it on your CAP application, the middle initial is omitted.

   b. If you forgot your password, click on the 'Reset Password' link, and follow the instructions to reset your password.

5. Click on **Login.**

6. You should now be in the Student Portal. Take note of your Student ID number located at the top left-hand side of the page. The links on the left-hand margin connect to various informational categories, including billing statement, grades, and unofficial transcript.

Accessing Your Clinton Web Mail (Outlook) and Office 365 Apps

Note that you will have to wait up to an hour after activating your Student Portal account before you will be able to access your web mail.

In the left-hand menu of your Student Portal, you will see a link to **Web Mail (Opens in a new window)**. Use your complete email address (username@students.clinton.edu) with your password to log in.

Enrolled students (including CAP students) can download five (5) copies of Microsoft Office to personal devices. After logging into Microsoft 365 (using the Web Mail link), located in the upper right corner is a link install the software. You can download software to mobile devices as well (tablet, phone). Apple and Chromebooks will not have the ability to install Microsoft Access.

Reminder: Only currently enrolled students will have access to Microsoft 365 and their email.