

**YOU MUST COMPLETE ORIENTATION TO GET PRIORITY REGISTRATION**

**Step FIVE** (check when completed)

**Complete the Online Orientation**

1. Log on to your Web Advisor account by going to VVC.edu.  
(Bottom left column)
2. Go to student menu
3. Scroll down to "Online Orientation" (last link)
4. Complete the orientation online.

---

---

**9<sup>th</sup> – 10<sup>th</sup> – 11<sup>th</sup> – STOP HERE – Seniors Continue:**

---

---

**Step SIX** (check when completed)

**Study for the Accuplacer Test**

1. Log onto you My Mentor account
2. Scroll down and under College and Career Prep Tools
3. Click on "Test Prep-powered by Peterson's"
4. Click on the third tab at the top "\*\*\*NEW\*\*\*CPST"
5. College Placement Skills Training
6. Site will say Please enter your access code: MyMentor11
7. Complete the Pre-Assessments and start working through the course.

**Take the Accuplacer Test**

You will be informed of the test dates at ACE High School in the spring.

**Create Electronic Ed Plan**

Choose the courses you should take according to your Ed Plan and save it to your My Mentor account.

**Register for classes**

Log into Web Advisor to select the courses you want or go to VVC the first day of registration to get more help. **You must pay all fees 5 days after you register.**



**Step-by Step Instructions for:**

My Mentor, Eureka, CCCApply, VVC Application  
VVC Linking, Online Orientation & More Helpful Information

**Step ONE** (check when completed)

Go to [www.k16bridge.org/mymentor](http://www.k16bridge.org/mymentor)

Click: Register

- PERSONAL GOAL SURVEY  
Complete EUREKA EXPRESS:
- Looking at me
- How do I learn
- World of Work

**Step TWO** (check when completed)

You will need to apply at CCCApply through the VVC.edu website

- Go to the VVC webpage([www.vvc.edu](http://www.vvc.edu))
- Go to column that says Admissions (last column on right)
- Click on Apply Here
- Scroll down
- Click APPLY Now

To create your account with CCCApply you will need:

- Social Security Number (can be edited in later)
- Mailing address & Email address

Click: Start new application

Begin Application for Victor Valley College

**YOU MUST HAVE YOUR SOCIAL SECURITY # TO COMPLETE THIS SECTION**

**Step Three** (check when completed)

**Use the following hints when filling in your VVC application:**

**Term applying for: Summer/Fall 2016** (whatever the *upcoming Summer/ Fall* semester will be-*for ALL grade levels, 9th, 10th, 11th & 12th*)

**Intended major:** (you should enter an area you think you'd like to major in.

Don't leave this as undecided - **it can always be changed later**)

**Educational goal:** If you plan to transfer to a 4 year college choose:

"**Obtain an associate degree and transfer to a 4 year institution**" or you can choose any other option)

**Enrollment Status:**

**Bridge Seniors:** Choose "*First time student in college*" (after leaving high school)

Make sure you put that you will be a high school graduate in May (5/20/2016).

**12th graders:** Choose "*Received high school diploma from US school*"

If you are in 9, 10 or 11 grade: Choose "*High School student taking college classes*".

**High school education level:**

If you are in 9, 10 or 11 grade -Choose "*Still attending high school*"

**College education:** No degree

**California High School Attendance:** Yes

**I have attended high school in California for at least 3 years:** Yes or No

**Last High School attended:** Click "Find School" then select ACE-Helendale, or where it says "enter name or city of High School", type in ACE-Helendale. ACE-Helendale will pop up, then click on ACE-Helendale.

Complete the rest of the application, click Submit, Print a copy of the Confirmation Page, & make sure you click *Finish!*

**Within three days, you should receive a welcome EMAIL from VVC with your VVC ID number. (It is possible that your password will become immediately available for your use), If not check your EMAIL every day. If you don't receive an email, you can find your ID by following the steps in the Web Advisor Video Tutorial (see next step).**

**Step FOUR** (check when completed)

**REMEMBER TO KEEP ALL INFORMATION INCLUDING LOG-IN AND PASSWORDS**

**Navigate through Web Advisor?**

Please follow these steps in order to logon to your account:

1. Go to www.vvc.edu
2. Click Web advisor (bottom left page).
3. Click Go to Web Advisor.
4. What's my user ID.
5. Go to "**What's my User ID?**"
6. Enter Last Name and College (Student) ID or Social Security Number, then click "Submit".
7. Use your 6-digit birthdate (MMDDYY) for your 'temporary' password, then click "Submit".
8. A 'change password' screen will immediately display, and you **MUST** change your password.
9. Enter your User ID / username.
10. Enter your **NEW** password, according to the instructions at the top of the screen.
11. Your password **MUST** be 6-9 characters in length and **MUST** include both LETTERS and NUMBERS.
12. Confirm your NEW password by typing it AGAIN in the next field.
13. **Enter a password hint (optional, but recommended), then click "Submit".**
14. Click on the "Students" menu item, and then select the appropriate link.
15. Go back to the Log In page and click **Student Log In**.
16. Once you have logged in you will be on a student screen.
17. There is a link within the Academic Profile, section entitled **Link College ID to High School**. (Toward the bottom of the list)
18. This will take you to the My Mentor account user name and password.
19. To complete the process click **Connect Box**. Once you see "**Link Connected**" you are linked with ACE High School & VVC.

\* Remember your

CCCApply Username: \_\_\_\_\_ Password \_\_\_\_\_

VVC Username: \_\_\_\_\_ Password \_\_\_\_\_