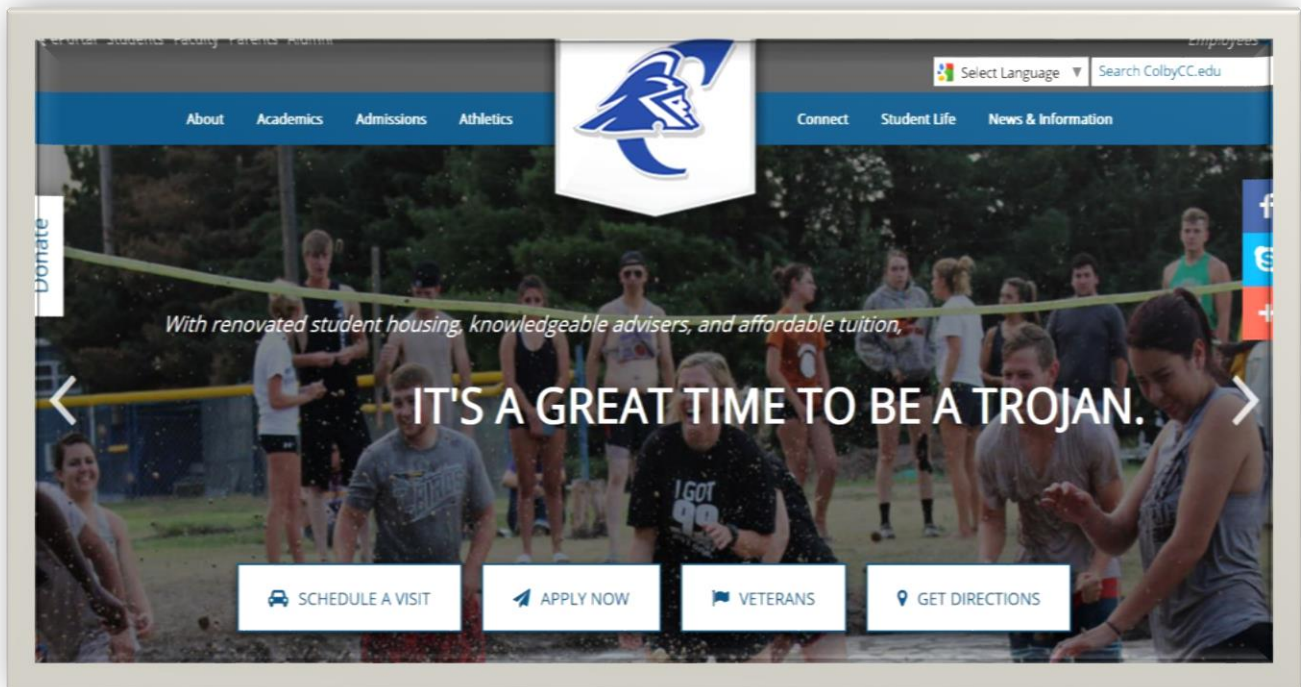


COLBY

COMMUNITY COLLEGE



Guide

Instructional guide on how to login, enroll, check CCC email, forward email, pay your bill, and access courses.

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ePortal

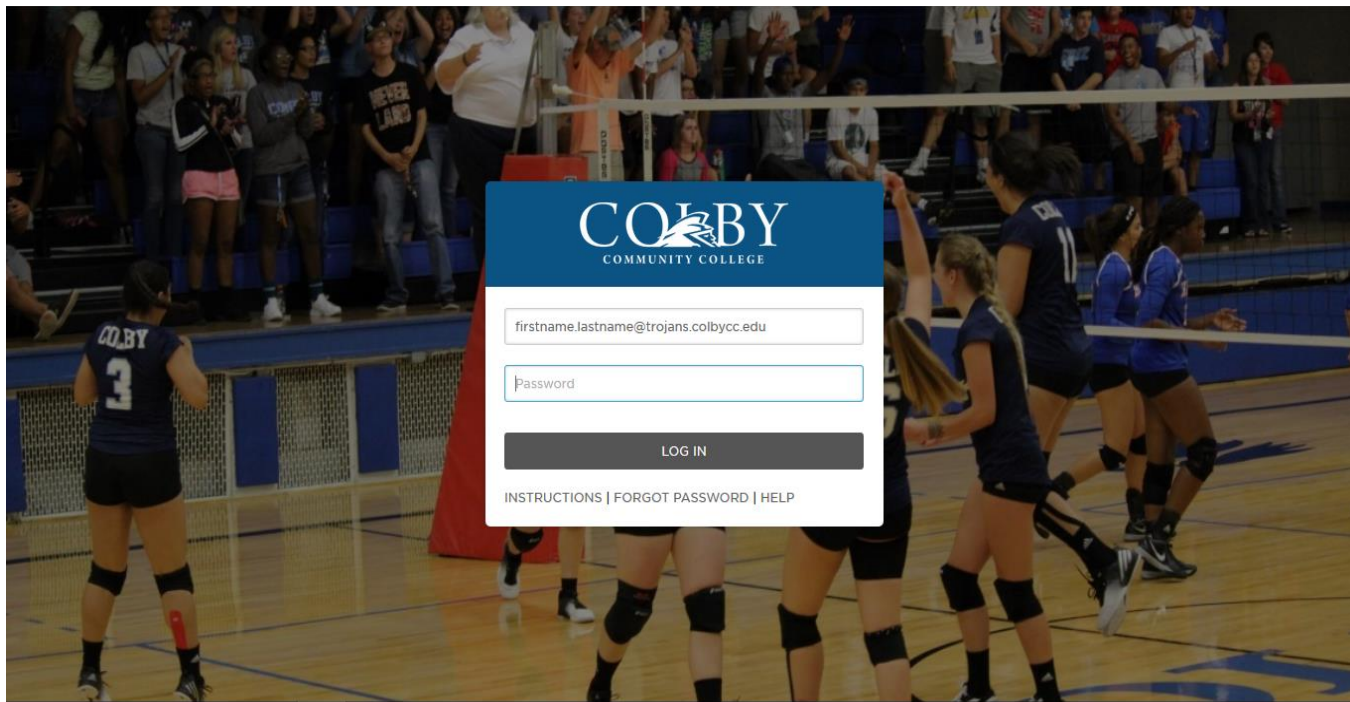
ePortal is your solution that makes the online process simple. You only need to remember one username and password. It is our goal to make this process easier. Once your account is ready, you will have access to all online applications including TrojanWeb and Canvas with just one password.

Login Process

Start by opening your browser and navigate to the web address <http://www.colbycc.edu>. Once the page loads, click on the ePortal tab on the top left hand side like the example below:



You will need to enter your school email address and password provided in the welcome email. The format should be firstname.lastname@trojans.colbycc.edu. If your firstname was Robert and your lastname is Barker your email address would be robert.barker@trojans.colbycc.edu



Please select and complete the security questions followed by clicking the save button.

firstname

ADD QUESTION
SAVE

← Security Questions

Question #1

What was the name of your first pet? ▾

Your Answer

Question #2

What is your maternal grandfather's first name? ▾

Your Answer

Question #3

What street did your best friend in high school live on? (Enter full... ▾

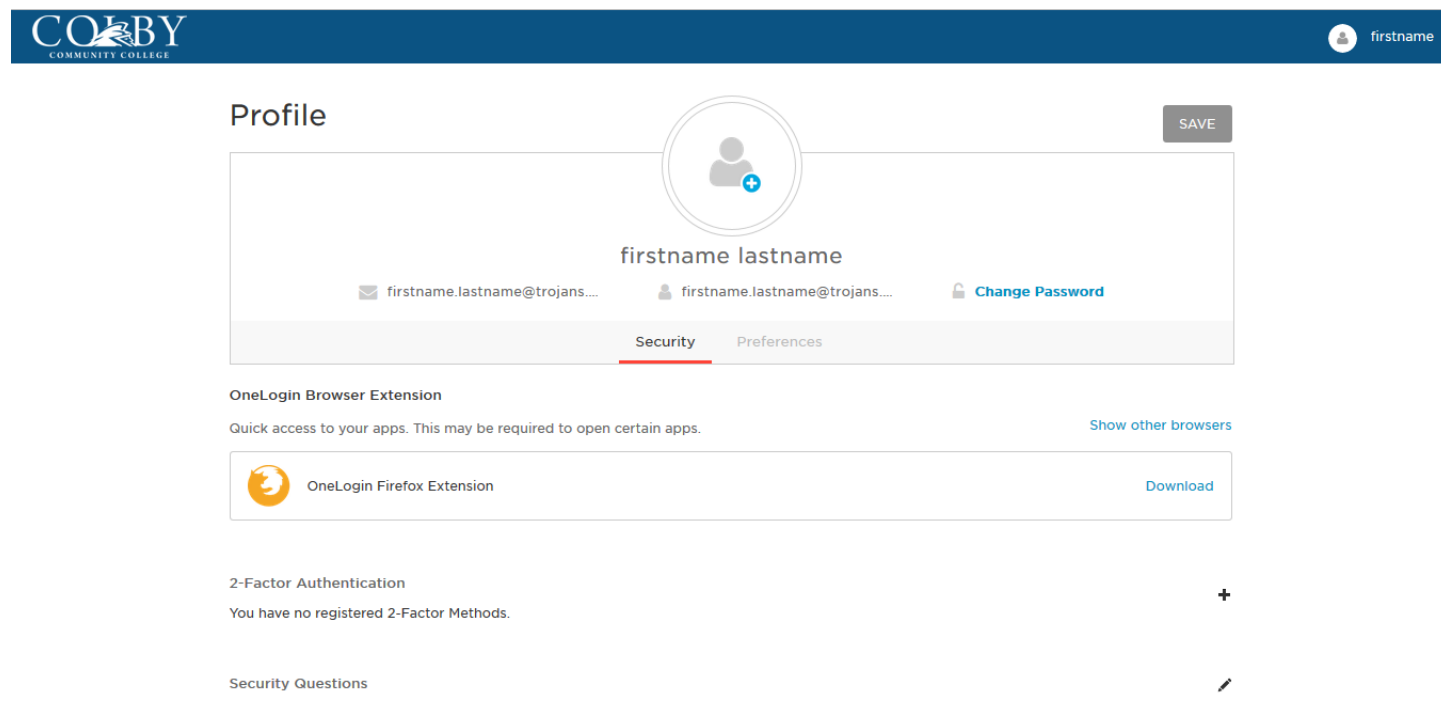
Your Answer

If there is a problem with your account, this information will make it easier for you to log back in.

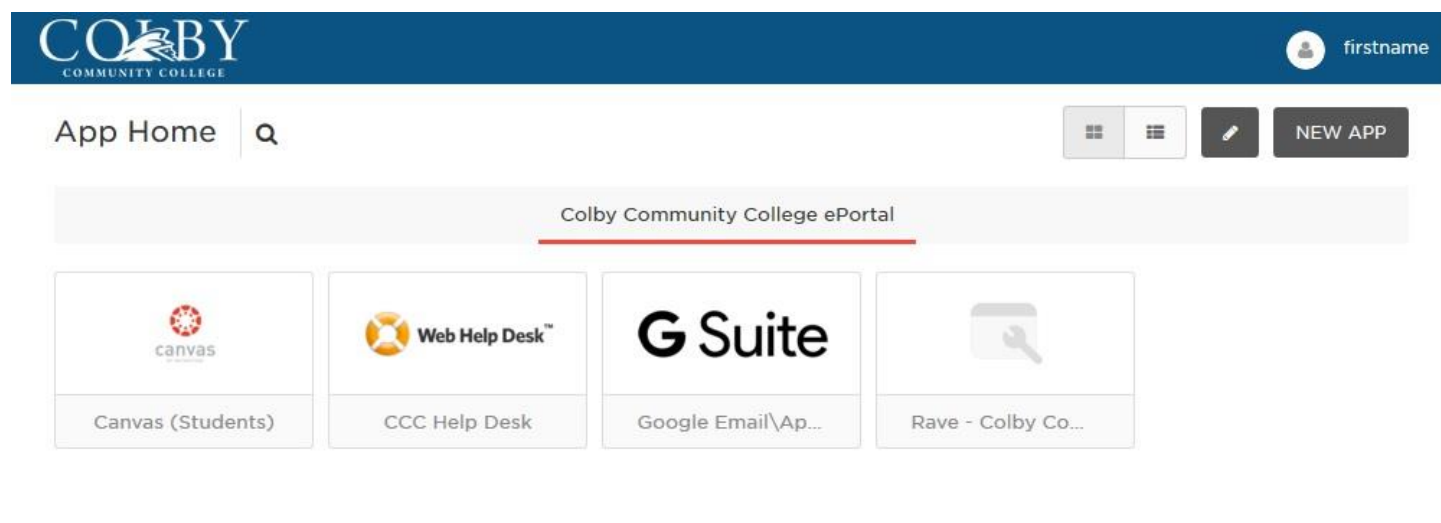
Tips for your answers to the security questions:

- Do not use the same answer for multiple questions
- Do not use a password as an answer
- Answer a minimum of 3 questions.
- Answers are not case-sensitive.
- Special characters such as @#&* . will be ignored
- Do not share your questions and answers with anyone.
- Blank answers will not be accepted

Once you have saved your Security Questions you will be directed to your Profile page.



In the upper right corner, you will find the navigational menu by hovering your mouse over your profile picture. When selecting the App Portal/Home you can return to your dashboard.

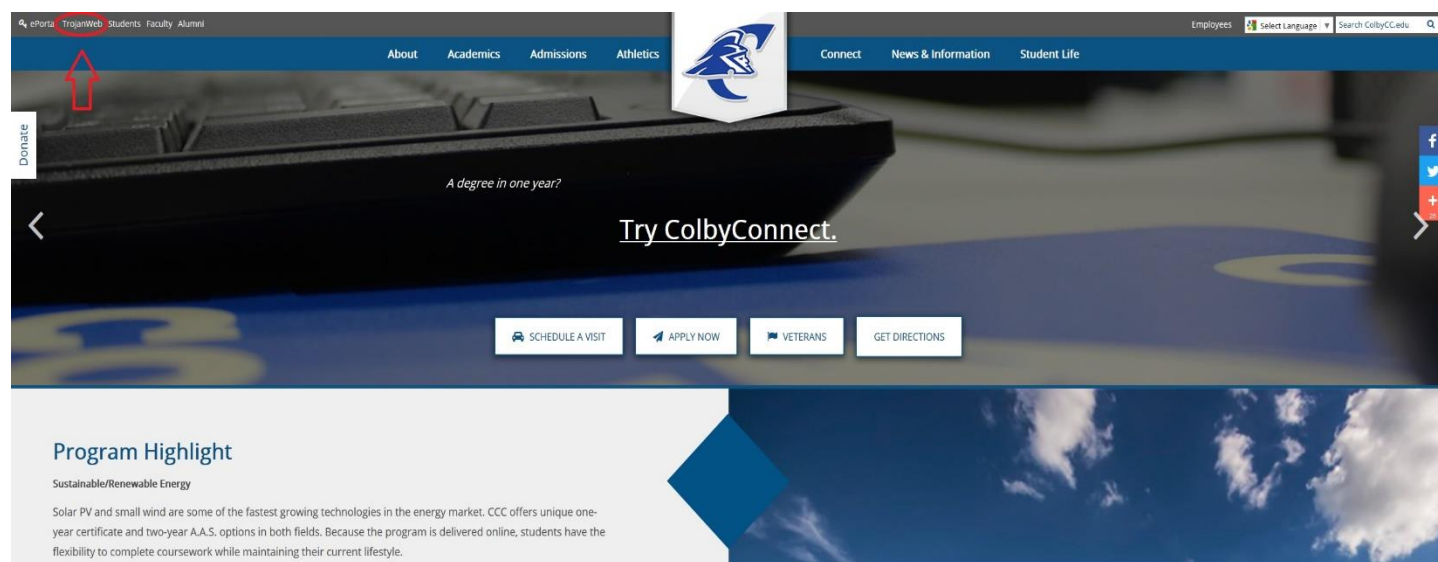


Click on Canvas to enter the online classroom, get IT Support using the Web Help Desk, and choose G-Suite to view your email.

Everything you want to know about TrojanWeb

TrojanWeb is the one stop online resource for enrolling and managing your future. Once your account is set up you will be able to register for classes, verify your class schedule, review your financial statement, make online payments, request an unofficial transcript, and check your grades.

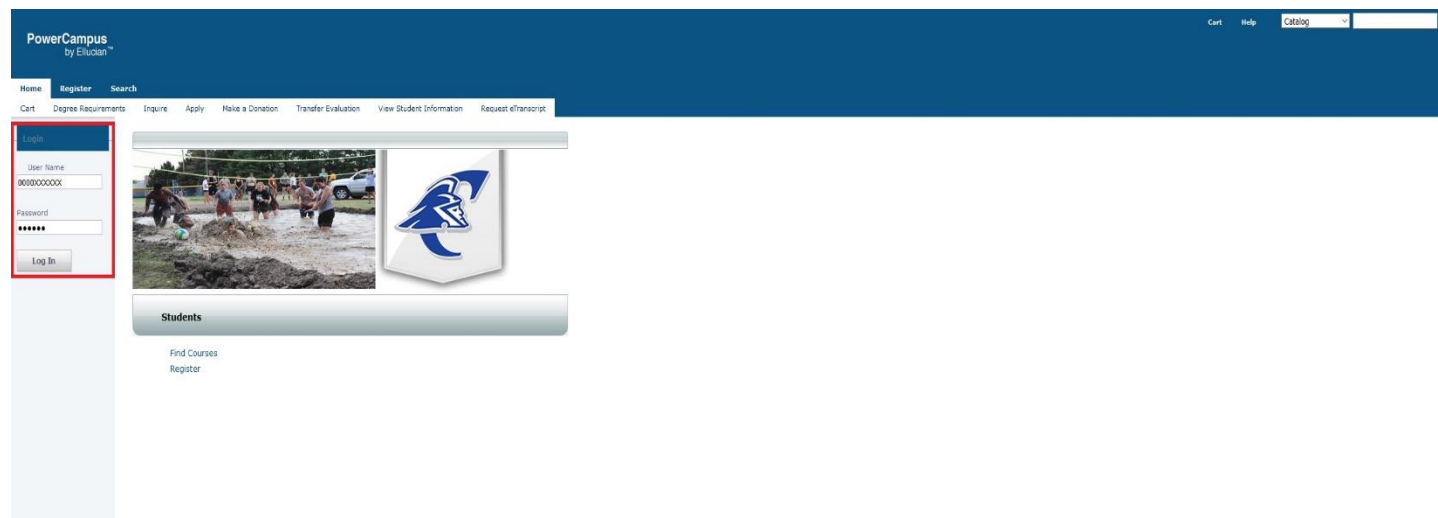
Go to www.colbycc.edu and click on the TrojanWeb link located in the upper left corner.



Proceed to Login with your username and password for TrojanWeb:

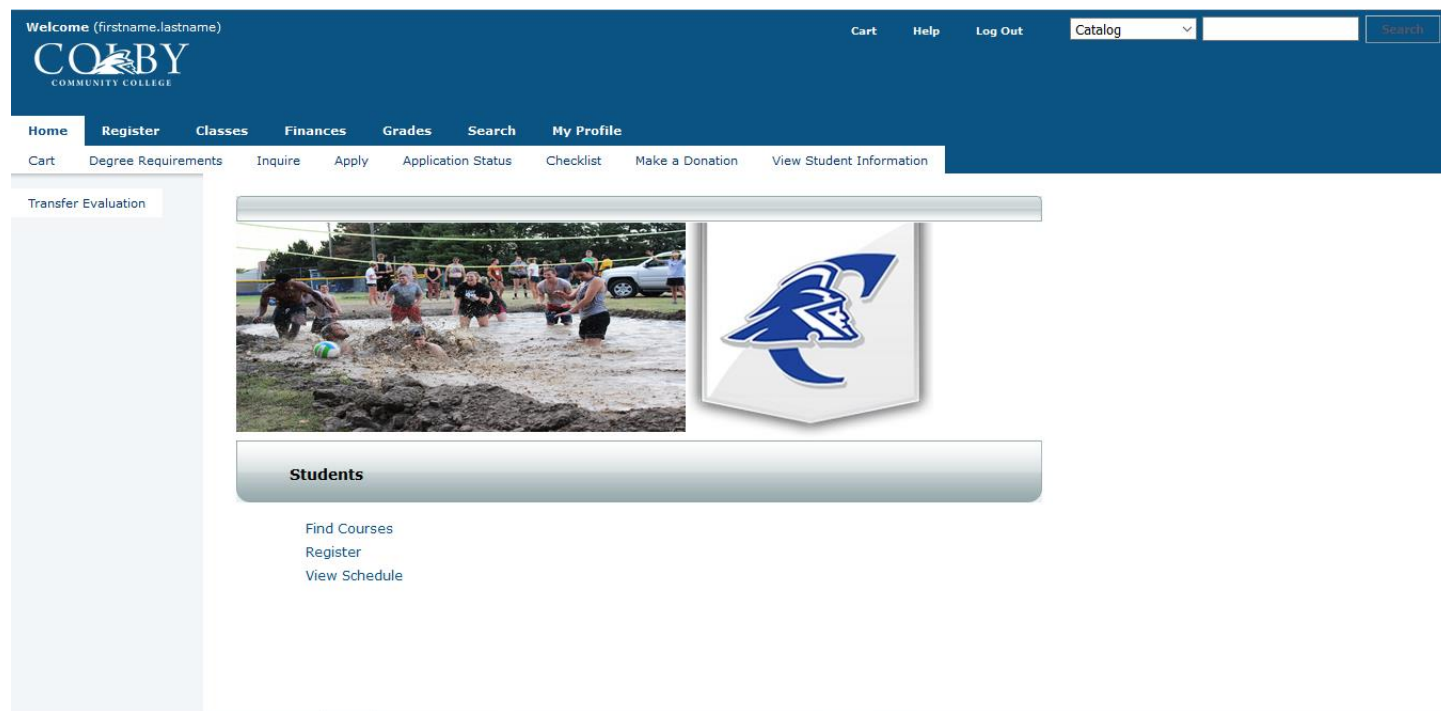
Username: (your 9 digit student id number with no dashes)

Password: (same password as your ePortal login)

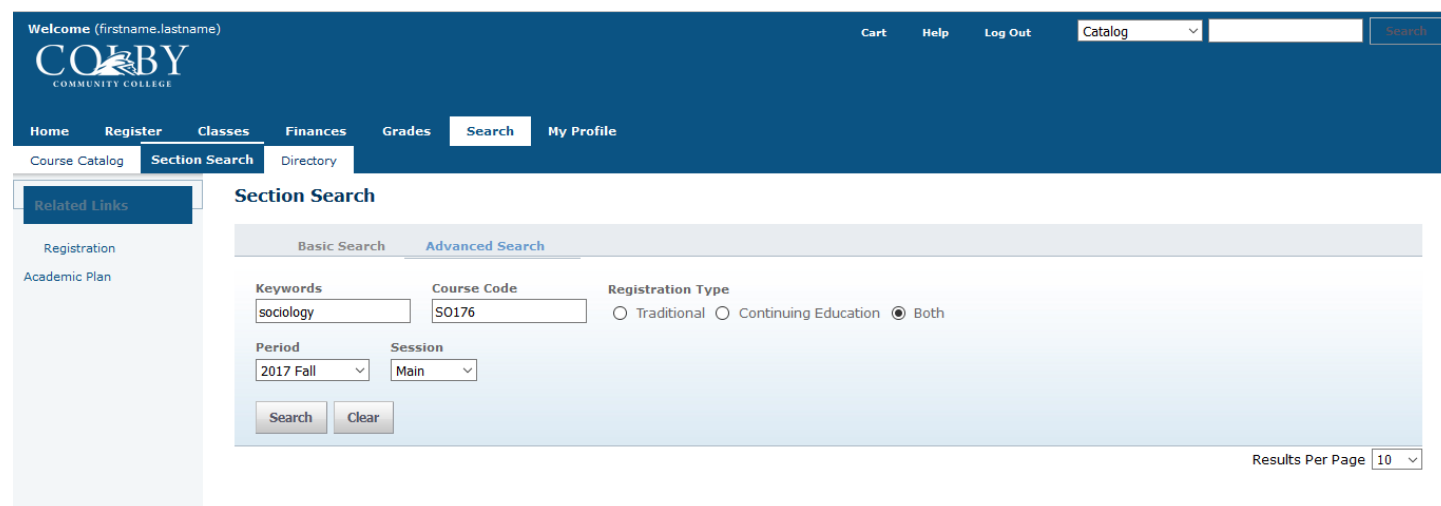


How to Enroll

Click on “Find Courses” towards the bottom of the screen.



Search for the course you want.



PowerCampus® Self-Service 8.5.0 · Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.

Once you find the correct course, click “Add.”

Course Catalog | **Section Search** | Directory

Section Search

Found 3 results for Keywords = 'sociology' and Course Code = 'SO176' and Period = '2017 Fall' and Session = 'Main'.

Showing 1 - 3 of 3

Course	Date	Session	Credits	Fees	Schedule	Available Seats	
Introduction to Sociology SO176/Lecture/01	8/21/2017 - 12/14/2017	2017 Fall Main	3.00		MW 12:30 PM - 1:45 PM; Colby Community College, Bedker Memorial Complex, Room 712	14 of 30	Add
Introduction to Sociology SO176/Lecture/02	8/21/2017 - 12/14/2017	2017 Fall Main	3.00		Thursday 10:50 AM - 12:05 PM; Colby Community College, Bedker Memorial Complex, Room 712	14 of 30	Add
Introduction to Sociology SO176/Lecture/91	8/14/2017 - 12/1/2017	2017 Fall Main	3.00		EDUKAN 12:00 AM - 12:00 AM; Location to be	0 of 0	Wait

Instructors: Thompson, Michael H.

Instructors: Thompson, Michael H.

Instructors: Thompson, Michael H.

Options: Open Sections Only, New Search, Refine Search

Sort By: Course ID, Sort

Results Per Page: 10, Show

Legend: Open, Closed

Related Links: Registration, Academic Plan

When you are finished adding courses, view your cart or click the “Proceed to Registration” button.

Course Catalog | **Section Search** | Directory

Section Search

Found 3 results for Keywords = 'sociology' and Course Code = 'SO176' and Period = '2017 Fall' and Session = 'Main'.

Showing 1 - 3 of 3

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Introduction to Sociology SO176/Lecture/91	8/14/2017 - 12/1/2017	2017 Fall Main	3.00		EDUKAN 12:00 AM - 12:00 AM; Location to be	0 of 0	Wait

Instructors: Thompson, Michael H.

Instructors: Thompson, Michael H.

Instructors: Thompson, Michael H.

Options: Open Sections Only, New Search, Refine Search

Sort By: Course ID, Sort

Results Per Page: 10, Show

Legend: Open, Closed

Related Links: Registration, Academic Plan

My Cart

Cart Items

- SO176/01 3.00 Cr.
- 8/21/2017 - 12/14/2017 MW 12:30 PM - 1:45 PM

Course Added

Course SO176/Lecture/02 was added to your shopping cart for period 2017/FALL/Main.

View Cart Proceed to Registration

Review your schedule and click “Next.”

Welcome (firstname.lastname) Cart Help Log Out Catalog

[Home](#) [Register](#) [Classes](#) [Finances](#) [Grades](#) [Search](#) [My Profile](#)

[Traditional Courses](#) [Continuing Education](#) [Academic Plan](#) [What If?](#)

Traditional Courses - 2017/Fall

Select Period
 Review Schedule
 Finalize
 Complete

Courses to Add								
	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/>	Intro to Sociology - SO176 / Lecture / 01	8/21/2017 - 12/14/2017	Main	3.00	Credit	MW, 12:30 PM - 1:45 PM;	Colby Community College, Bedker Memorial Complex, Room 712	In Cart <input type="button" value="Remove"/>
Instructors: Thompson, Michael H.								
<input checked="" type="checkbox"/>	Intro to Sociology - SO176 / Lecture / 02	8/21/2017 - 12/14/2017	Main	3.00	Credit	Thursday, 10:50 AM - 12:05 PM;	Colby Community College, Bedker Memorial Complex, Room 712	In Cart <input type="button" value="Remove"/>
Instructors: Thompson, Michael H.								

You should see a message congratulating you on completing registration.

Welcome (firstname.lastname) Cart Help Log Out Catalog

[Home](#) [Register](#) [Classes](#) [Finances](#) [Grades](#) [Search](#) [My Profile](#)

[Traditional Courses](#) [Continuing Education](#) [Academic Plan](#) [What If?](#)

Traditional Courses - 2017/Fall

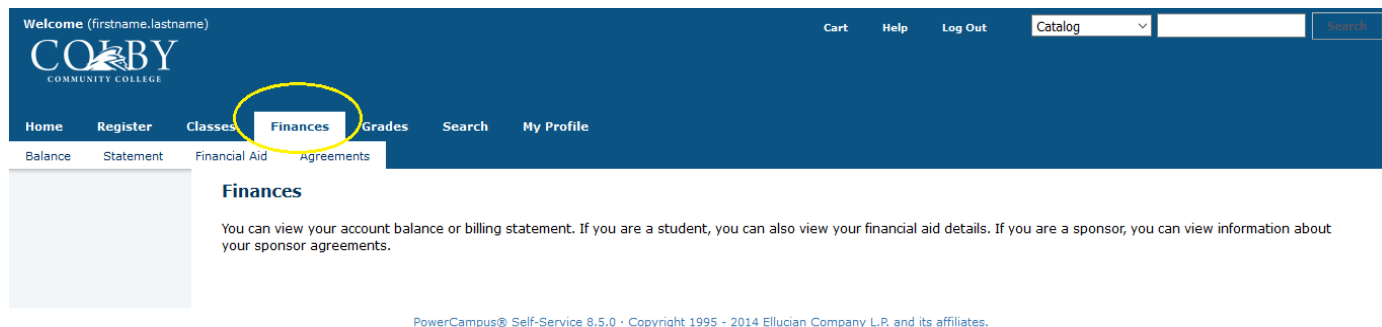
Select Period
 Review Schedule
 Finalize
 Complete

Congratulations! You have completed your Registration for: 2017/Fall

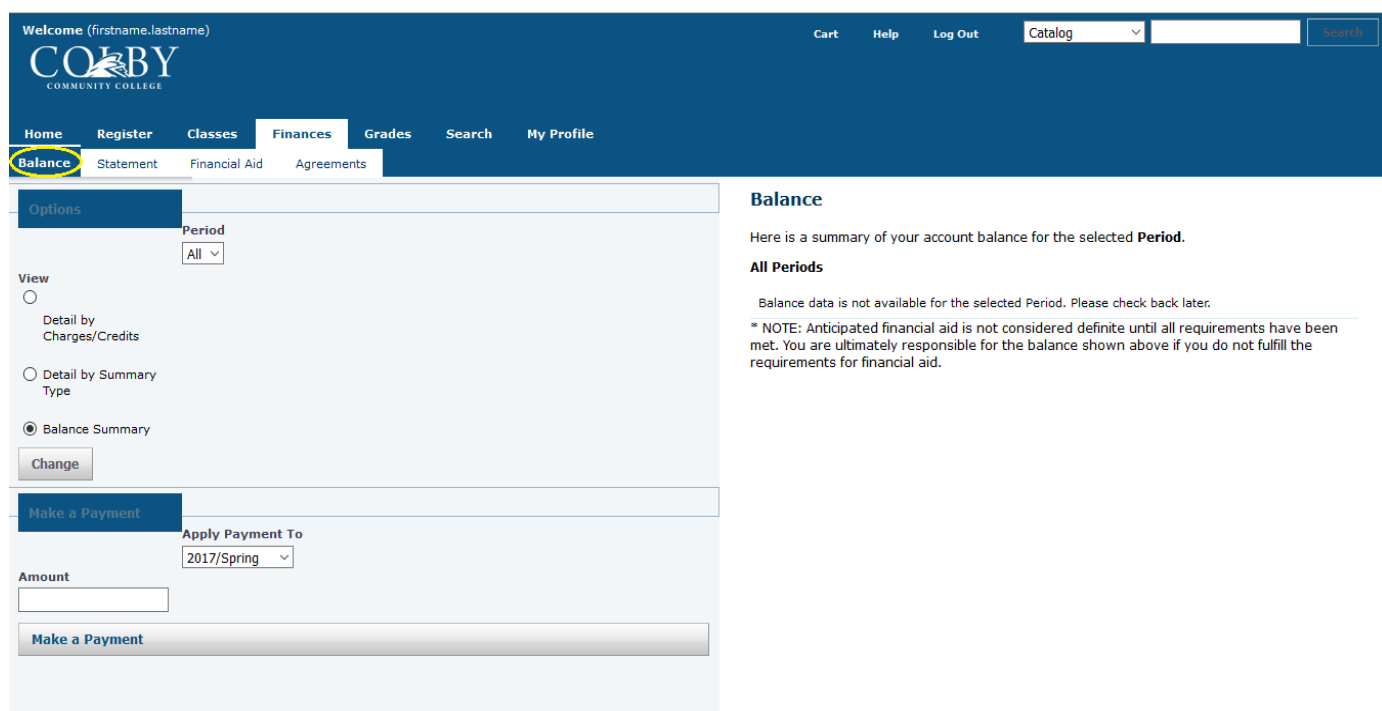
- [Modify your schedule for 2017/Fall](#)
- [Select another Registration Period](#)

Make online payments with TrojanWeb

Once you have logged on to ePortal, click the TrojanWeb link. Click the “Finances” tab.



Click on “Balance” on the far left.



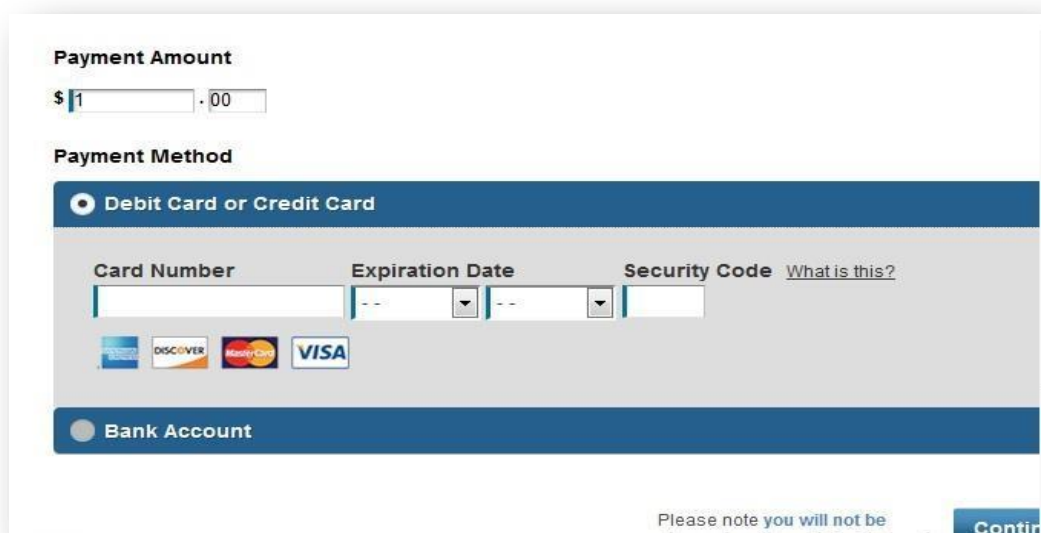
Here you will find the “Make a Payment” section. Enter the payment amount in the “Amount” field, and then click the “Make a Payment” button below. A new window will appear where you can enter payment information. **(You may need popup blockers disabled in your browser settings.)**

You can choose to pay via credit card, debit card, or check.

If the payment is to be processed from an account other than that of the student, the name and address have to match that of the credit card or bank account, not the student.

Select your desired payment method. Then, select “Next”.

To pay via credit or debit card, complete the information and click “Continue” on the bottom right part of the screen



The screenshot shows a payment form with the following sections:

- Payment Amount:** A text input field containing "\$1" followed by a ".00" field.
- Payment Method:** Two radio button options: "Debit Card or Credit Card" (which is selected) and "Bank Account".
- Card Information:** Three input fields labeled "Card Number", "Expiration Date", and "Security Code". The "Expiration Date" field has two dropdown menus. A link "What is this?" is next to the Security Code field.
- Logos:** Logos for American Express, Discover, MasterCard, and Visa are displayed below the card information fields.
- Footer:** A note "Please note you will not be" and a blue "Continue" button.

To pay via bank account, click the Bank Account button. Enter your routing and account numbers (these numbers are located on the bottom of your check)

Bank Account

Account Type
- Select -

Check number - Do NOT use

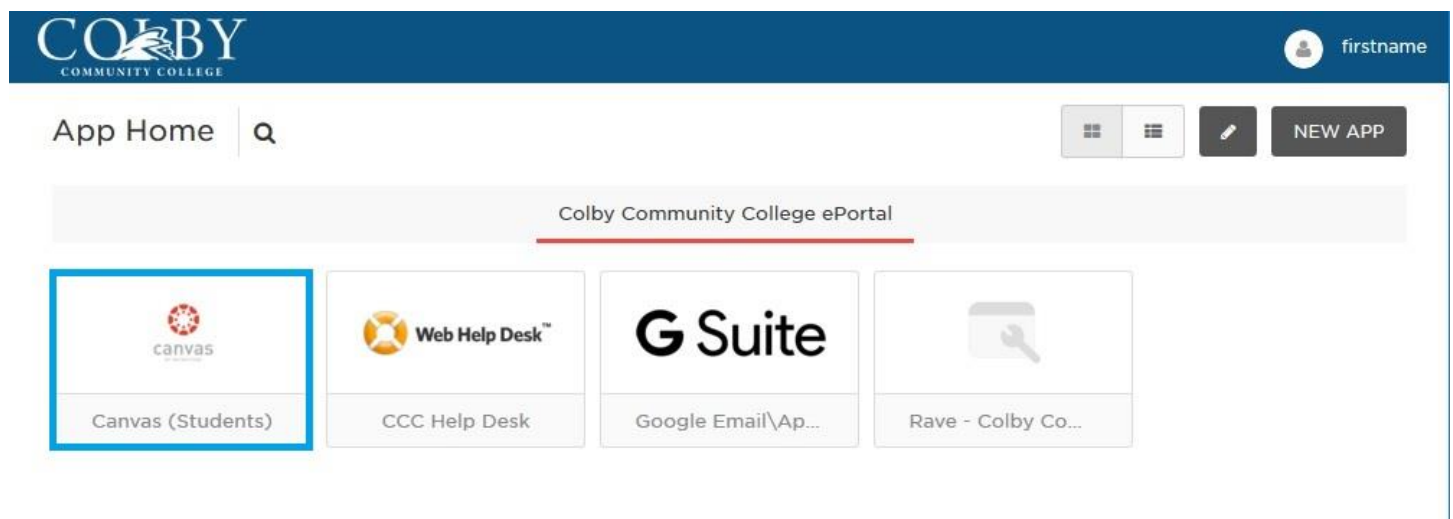
FOR 123456789 0987654321 1001

Enter Routing Number (9 digits) Enter Account Number

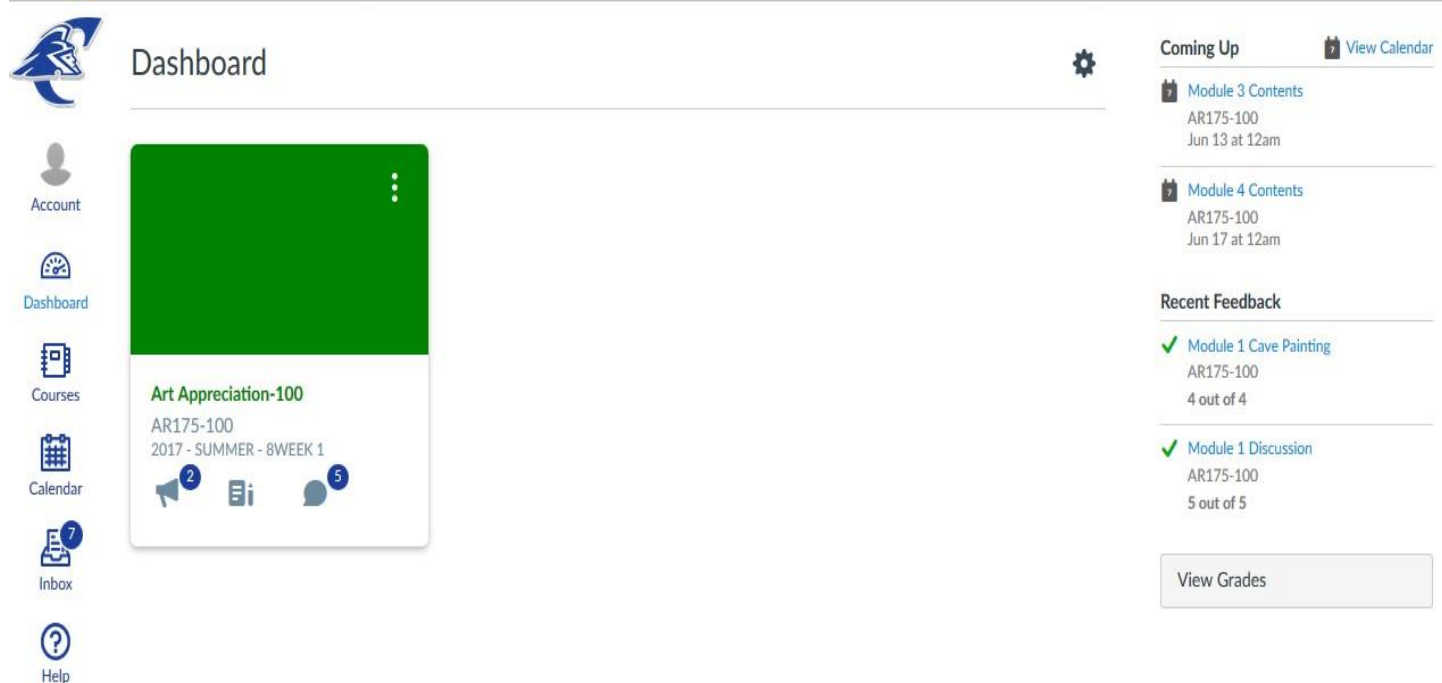
Re-enter Routing Number Re-enter Account Number

Canvas Application

Your course content is accessible through the Canvas App located on your ePortal Home page.



When first logging in, you will see your Dashboard.



Dashboard [Settings]

Account

Dashboard

Courses

Calendar

Inbox (7)

Help

Art Appreciation-100

AR175-100

2017 - SUMMER - 8WEEK 1

📢 2 📄 5

Coming Up [View Calendar]

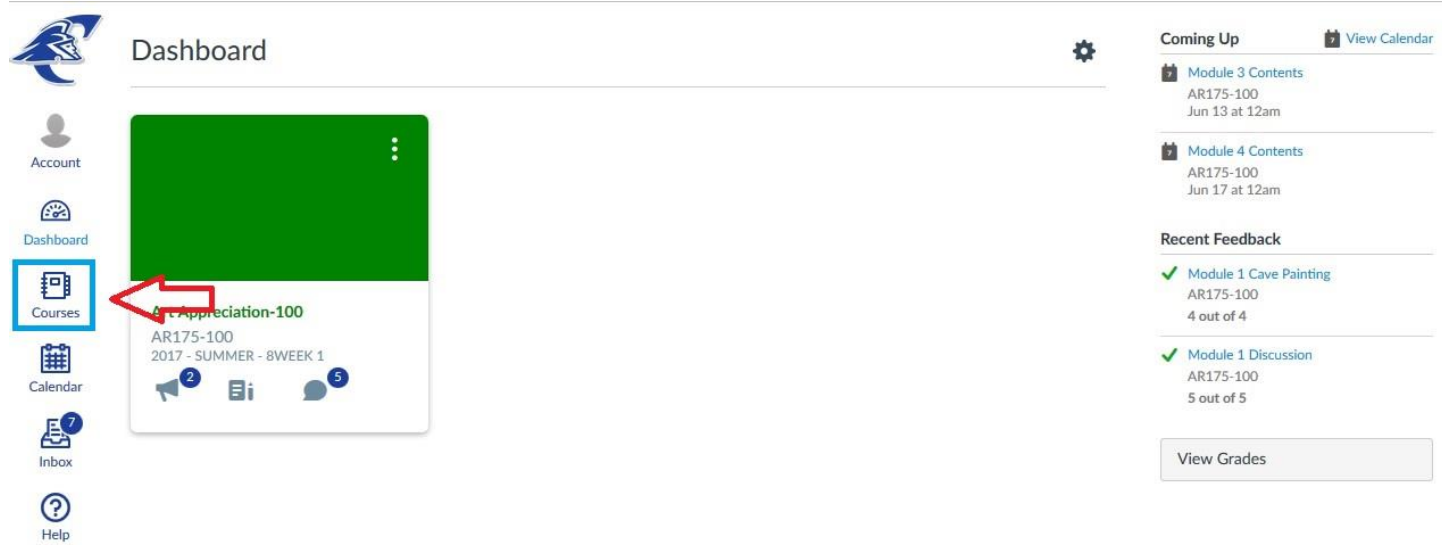
- 📅 **Module 3 Contents**
AR175-100
Jun 13 at 12am
- 📅 **Module 4 Contents**
AR175-100
Jun 17 at 12am

Recent Feedback

- ✅ **Module 1 Cave Painting**
AR175-100
4 out of 4
- ✅ **Module 1 Discussion**
AR175-100
5 out of 5

[View Grades](#)

To add courses to your dashboard, click on “Courses.”



Dashboard [Settings]

Account

Dashboard

Courses (highlighted with a red box and arrow)

Calendar

Inbox (7)

Help

Art Appreciation-100

AR175-100

2017 - SUMMER - 8WEEK 1

📢 2 📄 5

Coming Up [View Calendar]

- 📅 **Module 3 Contents**
AR175-100
Jun 13 at 12am
- 📅 **Module 4 Contents**
AR175-100
Jun 17 at 12am

Recent Feedback

- ✅ **Module 1 Cave Painting**
AR175-100
4 out of 4
- ✅ **Module 1 Discussion**
AR175-100
5 out of 5

[View Grades](#)

Select "All Courses"

Courses [Close]

Art Appreciation-100
2017 - SUMMER - 8WEEK 1

All Courses ←

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

Coming Up [View Calendar]

- Module 3 Contents
AR175-100
Jun 13 at 12am
- Module 4 Contents
AR175-100
Jun 17 at 12am


Recent Feedback

- ✓ Module 1 Cave Painting
AR175-100
4 out of 4
- ✓ Module 1 Discussion
AR175-100
5 out of 5

[View Grades](#)

Click the star to add the desired course to your dashboard.

All Courses

Course	Nickname	Term	Enrolled as	Published
 Art Appreciation-100		2017 - SUMMER - 8WE...	Student	Yes

Logon to campus classroom computers

Press **Ctrl + Alt + Del** simultaneously. You will be prompted to enter your username and password.

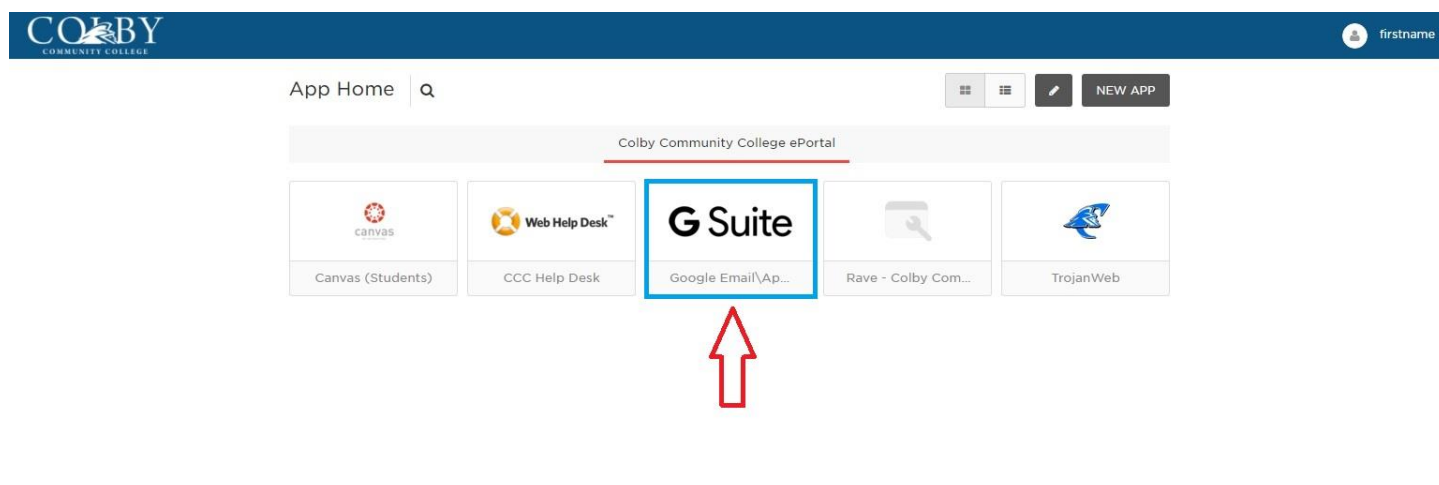
Username: (Student ID Number) **Example: 000098765**


Password: (ePortal password)

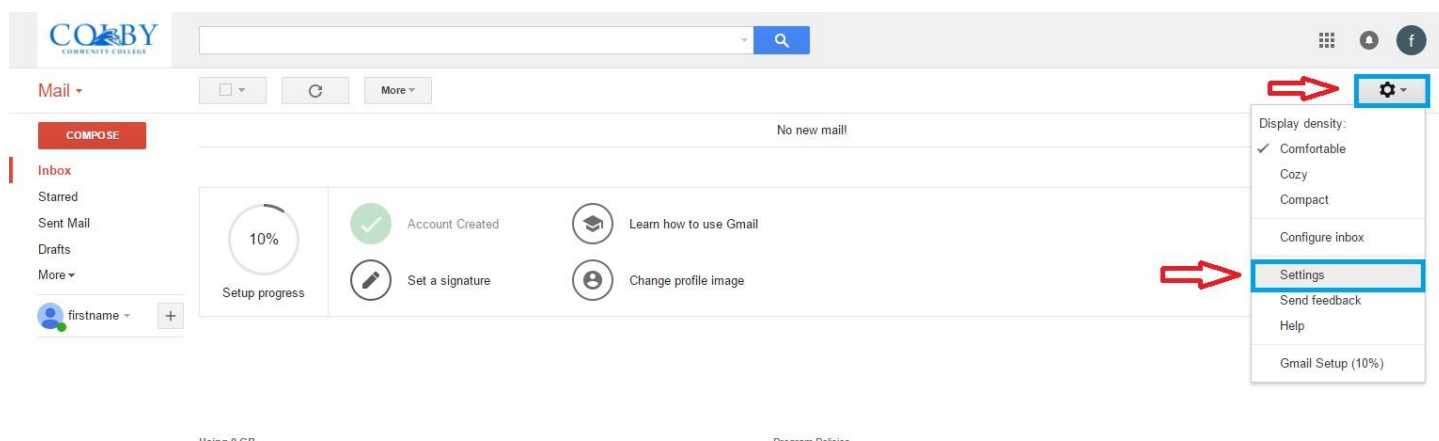
Forward email to your personal account

Every student admitted to Colby Community College will receive a campus email account. This is the only email that staff and faculty use to communicate with students. Be sure to check this email often! If you have another email that you prefer, follow the instructions below to forward your email.

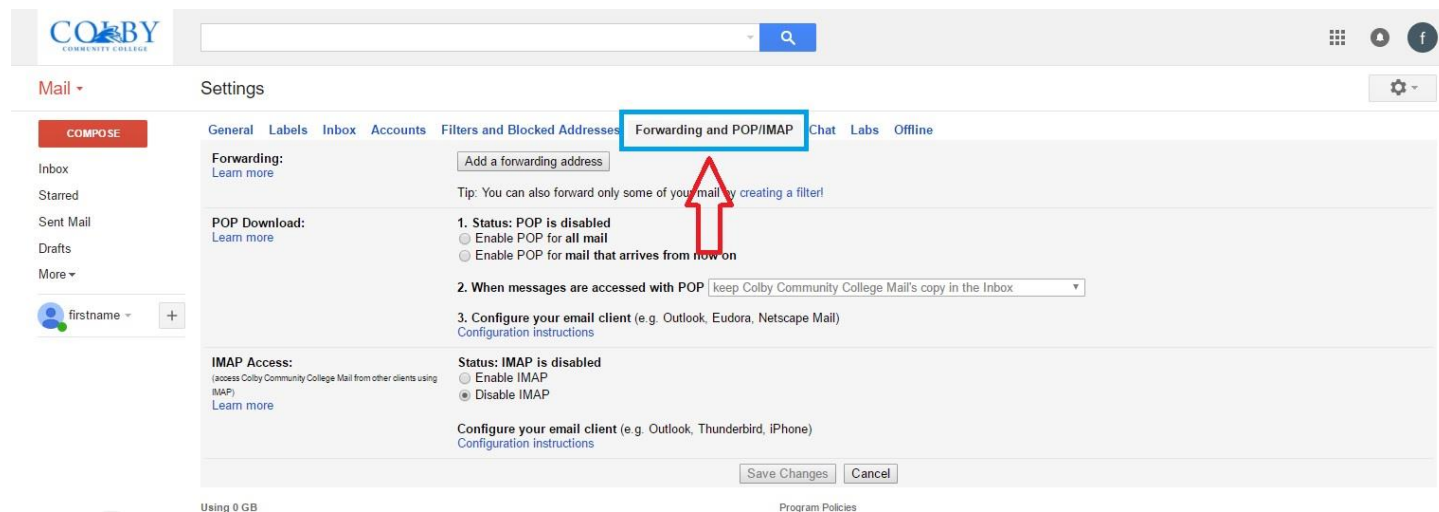
Login to your campus email via ePortal and select the G Suite App.



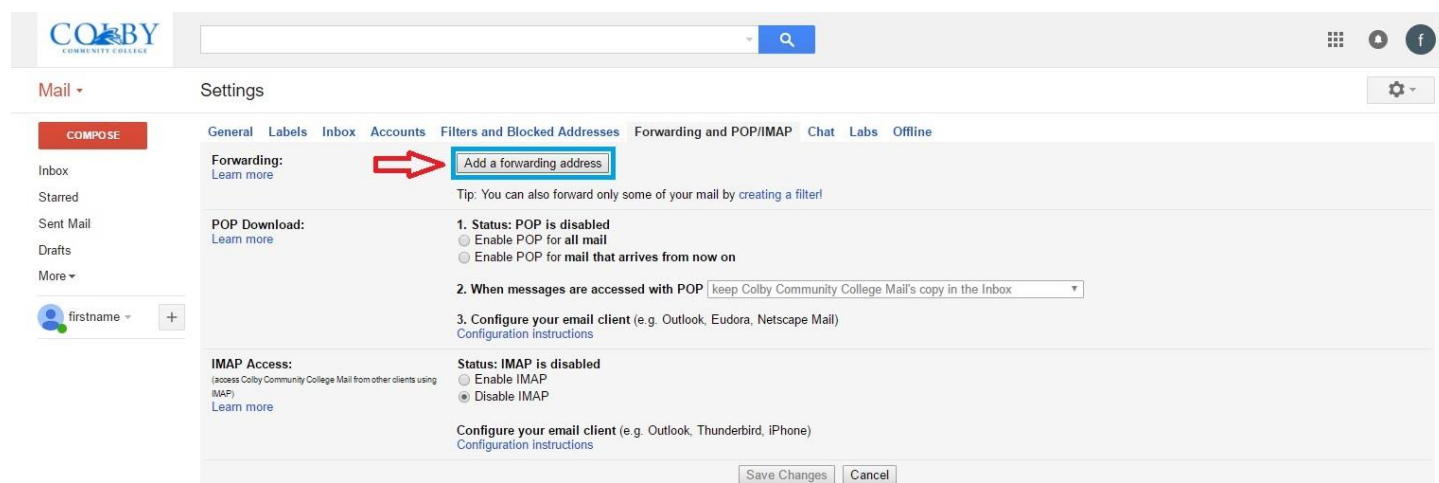
Once you are signed in click on the gear icon  and select "Settings"



Within the Settings page, select the “Forwarding and Pop/IMAP” tab



Now click the “Add a forwarding address” button

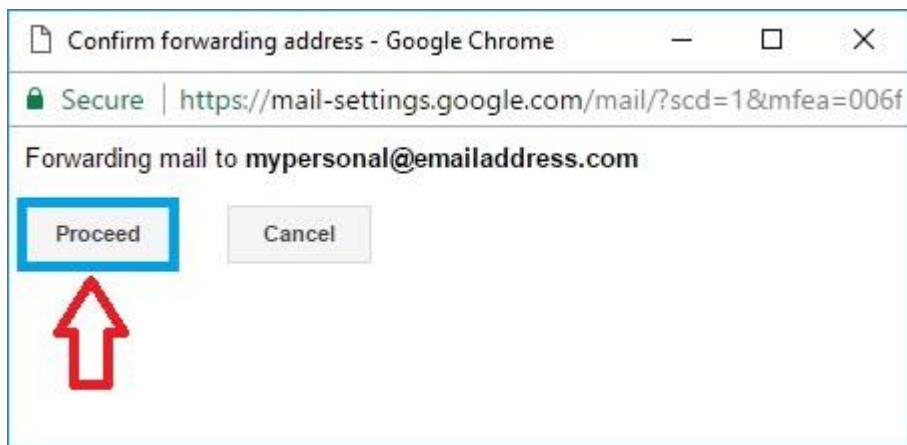


Enter the email address where you want your @trojans.colbycc.edu email forwarded.

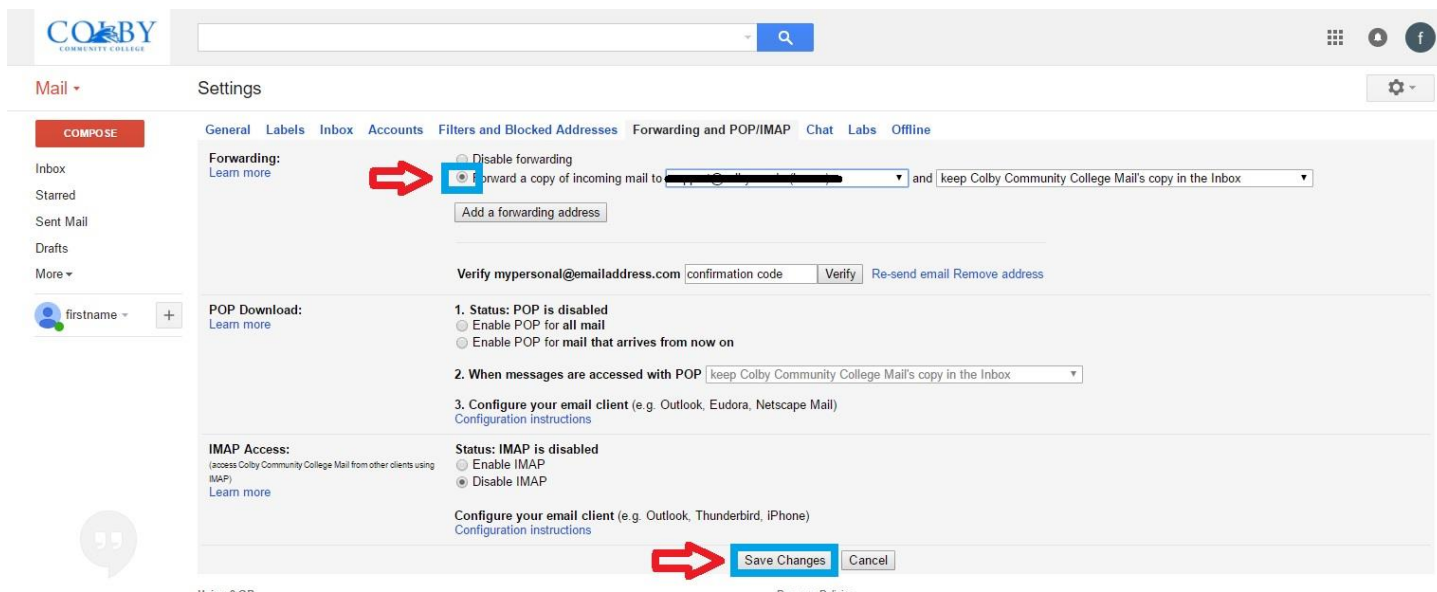
Add a forwarding address

Please enter a new forwarding email address:

Click the “Proceed” button to confirm the Forwarding address.



Now select the radio button to “Forward a copy of incoming mail to” and click “Save Changes” at the bottom of the screen.



Free Online Tutoring Resources

English	Math & Science	Career
Citation Machine English Grammar 101 Purdue OWL Basic Grammar	Khan Academy Free Graphing Calculator	Kansas Career Pipeline

Useful Contact Information

Department	Email	Phone
Admissions	admissions@colbycc.edu	785-460-4690
Bookstore	bookstore@colbycc.edu	785-460-5500
Financial Aid	financialaid@colbycc.edu	785-460-4695
Library	library@colbycc.edu	785-460-5487
Registrar	registrar@colbycc.edu	785-460-5509
Student Accounts	studentaccounts@colbycc.edu	785-460-4664
Information Technology	support@colbycc.edu	785-460-5541