COLLEGE of SAN MATEO

Online Orientation Log-in Instructions

The College of San Mateo Online Orientation is presented on *WebAccess*, San Mateo County Community College District's Web Tool for Web Assisted Courses.
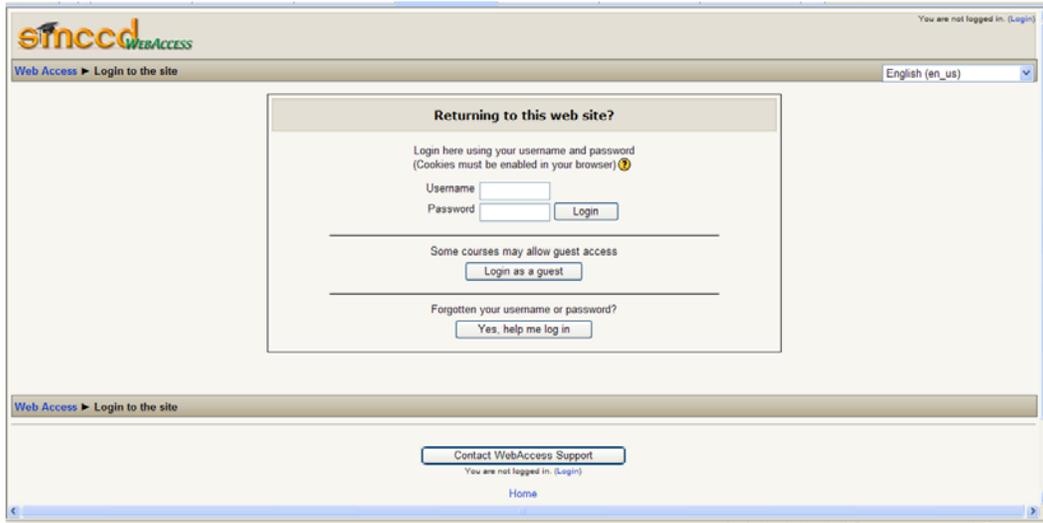
You will need to use your User ID (or Student "G" Number) to log into the Online Orientation. User ID numbers are assigned after you apply for admission to the college. User ID's begin with the letter "G" and can be found on your Student Identification Card.

WebAccess calls your User ID your **Username**. *Do NOT type your name.* Type your "G" Number in the box for Username.

You will also need to use a Password.
Your Password for *WebAccess* is set to your birthdate (MMDDYY). If you have changed your PIN in WebSmart, the District's registration system, it will NOT affect your *WebAccess* Password. Once you have logged in you will have the option to change your *WebAccess* Password.
When entering your Password you MUST enter six digits (for example, if your birthdate is May 6, 1988 your Password is 050688).

After you login, the next screen will say "You are about to enroll yourself as a member of this course. Are you sure you wish to do this?" Click on the "Yes" button. You should be taken to the start of the Online Orientation. If information was missing from your Application for Admission you may be asked to *Edit Your Profile*. You must enter an Email address to continue to the Online Orientation. Enter the information in the required fields and then click on the button "Update profile."

When you finish the Online Orientation remember to print out **both** the Counseling Session Worksheet and the Certificate of Completion. You must have a working printer attached to your computer.