

CCBC Apprenticeship Partnership Helpful Information for Students

When you become an apprentice with an apprenticeship in partnership with the Community College of Baltimore County (CCBC), you also become a student at CCBC.

Campus locations

CCBC has 3 main campus locations and 3 extension centers. As a CCBC student with a valid ID card, you have access to facilities at all CCBC locations. Visit www.CCBCMD.edu to view maps and confirm services available at each campus.

Main campus locations

- CCBC Catonsville - 800 South Rolling Road
- CCBC Dundalk - 7200 Sollers Point Road
- CCBC Essex - 7201 Rossville Boulevard

CCBC extension centers

- Hunt Valley - 1101 McCormick Road
- Owings Mills- 10300 Grand Central Avenue
- Randallstown - 3637 Offutt Road

CCBC Registration Forms

Why are the CCBC registration forms required?

- To establish yourself as a CCBC student in partnership with a registered apprenticeship.
- To document your program progress with the college and have a CE transcript upon completion.
- Use the benefits including access to college facilities and applying apprenticeship classes to work towards a degree.

ID Card/OneCard

The official CCBC I.D. card is called the OneCard. A OneCard can be obtained from the Student Services Building on any of the 3 main campuses (Catonsville, Dundalk, and Essex) in the Enrollment Services Center and at the Owings Mills extension center in room 402. You will need to bring a picture ID for verification but do not need to know your student ID number. **Please note:** Students must be registered in at least one class before you are able to obtain your I.D. card.

Benefits of the OneCard:

- Check out CCBC Library materials
- Load the card with money to buy snacks and drinks from most campus vending machines
- print on campus
- Check in at CCBC Events
- Ride the CCBC Shuttle
- Access CCBC fitness centers
- Access CCBC pools
- Access to student discounts outside CCBC
 - shopping & retail
 - streaming & entertainment
 - tech, software & connectivity
 - food, dining & delivery
 - insurance & financial
 - travel & vehicles



The incredible value of education.
www.ccbcmd.edu



CCBC Apprenticeship Partnership Helpful Information for Students

For more information on receiving and using the OneCard, visit www.ccbcmd.edu. At the top right click info for, then accepted students, then Connect to Tech.

For more info on fitness center and pool hours for each campus, visit the campus' athletics page: www.ccbcessexknights.com/ www.ccbccatonsvillecardinals.com/ www.ccbcdundalklions.com

CCBC Degree Options

Upon completion of your apprenticeship program, you can earn credits towards an associate's degree or certificate in Construction Craft Professional or General Studies.

Accessing Your CCBC Account

Contact Methods for the CCBC Help Desk:

- CCBC Help Desk Portal: [Client Portal Home](#)
- Phone: 443.840.HELP (4357)
- Email: helpdesk@ccbcmd.edu

Retrieving your username and changing your password

1. Go to CCBC's Account Recovery page:
<https://shwa.ccbcmd.edu>
2. On the **Recover your CCBC Login Information** page, you will be asked to provide two pieces of information from a list of four options. Whichever options you choose, CCBC must have that information on file to identify and retrieve your information.
3. Choose two of the four options and enter the information. The options include:
 - a. CCBC Number (This is a 9-digit number starting with either 900 or 901)
 - b. Date of Birth
 - c. Home Email address (you must have provided CCBC with this information previously)
 - d. Last 4 numbers of your SSN

NOTE: If you receive an error message saying, "**The information submitted does not match what is on file for this account,**" please try a different combination of two of the four options. If you continue to receive this message, contact the Registrar's Office at ccbcregistrar@ccbcmd.edu to confirm or update your information. You may need to complete the Change of Information form to update your information.

4. Your CCBC username, CCBC ID number and email address will appear on the screen. If you were previously a student of CCBC, your username may consist of the first two-three letters of your last name and last six-seven numbers of your CCBC ID number.
5. To change your password, start by selecting **myCCBC** in the upper left-hand corner of the screen.
6. Select a password reset option:
 - a. **First time user** - If you have NOT taken classes at CCBC previously, select this option.
 - b. **Forgot password** - If you have taken classes at CCBC previously, select this option
7. Once you have selected an option, follow the on-screen instructions to reset your password.

Account Recovery

Recover your CCBC login information

The Account Recovery application can assist CCBC users with retrieving their CCBC username. If you are:

1. A new student and know your CCBC username and CCBC ID, then you can go directly to myCCBC and use the First Time User option to retrieve your password.
2. A returning student within the last year and know your CCBC username and CCBC ID, but forgot your password, then you can go directly to myCCBC and use the Forgot Password option.

If you do not know your CCBC username or you haven't attended CCBC for longer than a year, then please complete the information below.

If you are having difficulty using this web page to obtain your CCBC account information, and it has been at least one hour since you submitted your application, please contact the IT Helpdesk at 443-840-4357, option 4 for assistance.

Your Information

First Name

Last Name

Please enter only two of the following:

CCBC Id Number

Last 4 Digits of SSN

Date of Birth

PREFERRED Email

If your account is found, you will automatically be redirected to the CCBC Login Page to sign in or change your password.



The incredible value of education.
www.ccbcmd.edu



CCBC Apprenticeship Partnership Helpful Information for Students

Setting up password recovery settings and multi-factor authentication

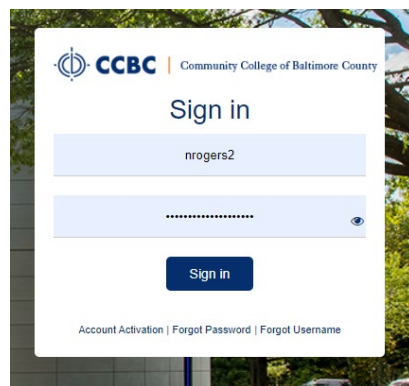
1. If you are not already on the myCCBC login page, you can go directly to the myCCBC website (<https://myccbc.ccbcmd.edu/>) **or** from any page on the CCBC website (<https://www.ccbcmd.edu/>), select **myCCBC** in the upper right corner.

2. When you log in for the first time, you will be asked to set up your password recovery settings and Multi-Factor Authentication (MFA).

Security Questions are required, and everyone must setup 5 questions & answers. **At least one additional recovery option** must be set up.

Those additional options are:

- a. **Authenticator** – this allows you to connect Google Authenticator or other authenticator app to your account to utilize a verification code.
- b. **Phone Number** – this should be a cell phone number that is able to receive a verification code via text message.
- c. **Alternative Email** – this should be a non-CCBC email address to receive a verification code.



Accessing myCCBC and other CCBC resources

NOTE: The first time you access myCCBC, you will be asked to select from a list of possible interests (academics, career, important dates and deadlines, and student life) to receive notifications in these areas.

1. You can go directly to the myCCBC website (<https://myccbc.ccbcmd.edu/>) **or** from any page on the CCBC website (<https://www.ccbcmd.edu/>), select myCCBC in the upper right corner.
2. You will need to:
 - a. provide your username,
 - b. provide your password, **and**
 - c. complete an additional verification step using one of the methods you set up previously.

Connecting to WIFI (Windows 10)

Please follow the instructions below to access the appropriate WIFI network. If you have any trouble, please take a screenshot of the error and contact the CCBC Help Desk at: 443-840-4357 or helpdesk@ccbcmd.edu.

1. Close all open apps on your computer. Click on the **"WiFi"** icon in the bottom right-hand corner of your Taskbar.
2. Make sure that Wi-Fi is turned on. Select the appropriate wireless network name from the list of available networks.
 - a. Students should select: **CCBC-STUDENTS**
 - b. Faculty/staff should select: **CCBC-EMPLOYEES**
3. Click **"Connect"**. If you would like this device to automatically connect to this network in the future, make sure **"Connect Automatically"** is checked.
4. Enter your CCBC username and password. Make sure **"Use my Windows user account"** is not checked. Select **"OK"**.
5. Done! You should now be connected.

If you have any additional questions about CCBC, please contact:

Niki Rogers

Coordinator, Technical Training

443-840-4422

Nrogers2@ccbcmd.edu



The incredible value of education.
www.ccbcmd.edu

