Congratulations on planning to continue your education at City Colleges of Chicago! The information we will share with you during New Student Orientation will help you take the next step toward your goals.

GradesFirst is a communication platform that CCC uses to connect you with your academic advisor, tutors, and other student services. You can get started on your first GradesFirst project now – sign up for your New Student Orientation using these steps.

1. Log into your Student Portal at [https://my.ccc.edu](https://my.ccc.edu). Click the quick access tile and then click the GradesFirst Icon.

2. At your GradesFirst home screen click ‘Get Tutoring OR New Student Orientation’
3 In the first dropdown menu select ‘New Student Orientation’ The format follows the first two letters refer to your campus and the last two letters is the term. 

DA=Daley
HW=Harold Washington
KK=Kennedy King
MX=Malcolm X
OH=Olive Harvey
TR=Truman
WR=Wright

Su=Summer
Fa=Fall
Sp=Spring

**Important Note:** You may be able to sign up for a different campus orientation, but don’t! Please sign up for the term you are taking your first class, at the campus to which you applied.

4 Next pick the corresponding “staff.” The staff name will be in the format of ‘Orientation, Campus.’

Then, click **Next**.
5 Select a timeslot that is available and click Next.

6 Here you can see the details of the New Student Orientation appointment you selected. You can also request an email reminder, a text reminder, or both.

Finally, click ‘Confirm Appointment’.

That’s it! When you have confirmed your appointment, you will be on the list for the New Student Orientation session that you selected. Members of your college community will be in touch with you as the date of the orientation gets closer to share details with you. Stay in touch as you have questions in the meantime - you can contact the team at CCC by calling 773-265-5343 or visit https://prepare.ccc.edu/virtual-student-services/

We can’t wait to meet you and welcome you officially at your New Student Orientation!