



## Your One-stop Online Support Center



### CCC APPLY

1. Click on the direct link from: [www.riohondo.edu](http://www.riohondo.edu)
2. Sign in as new user or log in to existing CCC Apply (if applied at other institute)
3. Follow 5 step application process, which includes Term, Major, Personal Info, Contact Info, Prior Educational Info, Residency, Release of Information, etc..

### Student Self-Service

Open your web browser and go to the following address: <https://ssb.riohondo.edu>

From the Home Page, you can:  
apply for admission  
register for classes  
enter secure area to access personal files  
apply for financial aid  
view the class schedule  
the school catalog or

1. To register, click the **Enter Secure Area** icon.
2. On the User Login page, enter you student's Banner ID in the **User ID** field and your date of birth as your PIN in the **PIN** field. (Please follow the format of DDMMYY)
3. Enter a login verification security question and answer. When you forget your PIN, you can click the **Forgot PIN?** button on the initial login page, then enter the answer to the verification question. From there, you can enter a new PIN.
4. You should now see the main menu of Banner Student Self-Service.
5. Click on **Student** tab.
6. Click on **Registration**.
7. Click on **Look Up Classes**.
8. Select Term. Submit.
9. Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.
10. Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.
11. Click the **Register** button when done selecting courses.
12. The class is added to the student's schedule. You can see it in the Current Schedule listing. Look at the **Status** column. Do you see that this class appears as **\*\*Web Registered\*\***? You are registered.