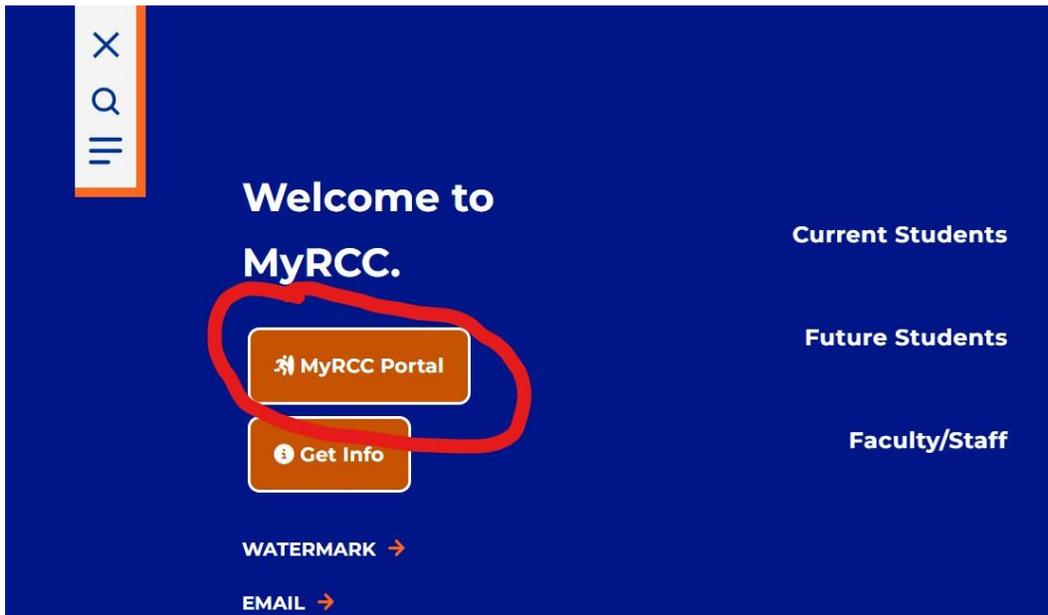


RCC High School CCP Continuing Education Application Instructions:

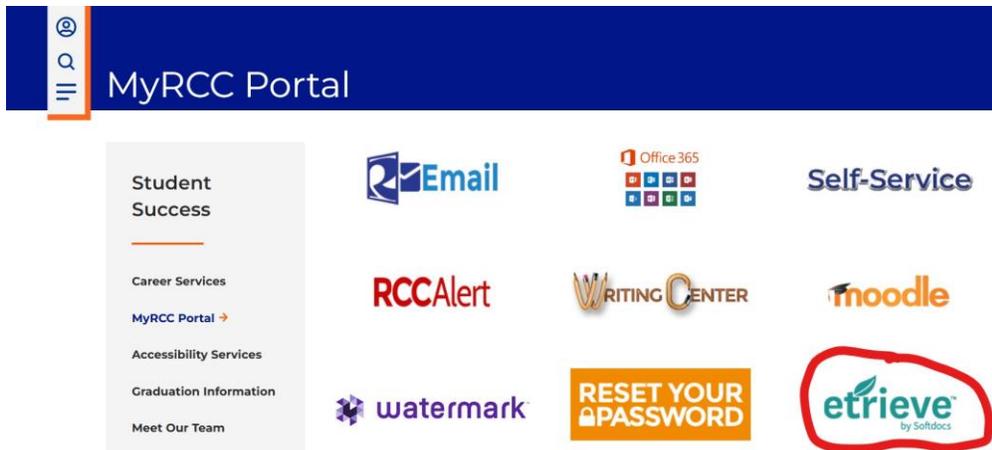
Step 1: Go to www.randolph.edu. Click on the face in the top left corner.



2. Step 2: Click on “**MyRCC Portal.**”



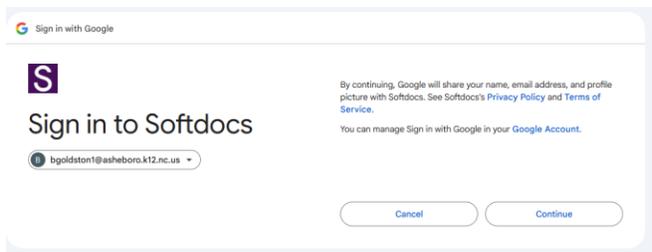
3. Step 3: Click on “Etrieve.”



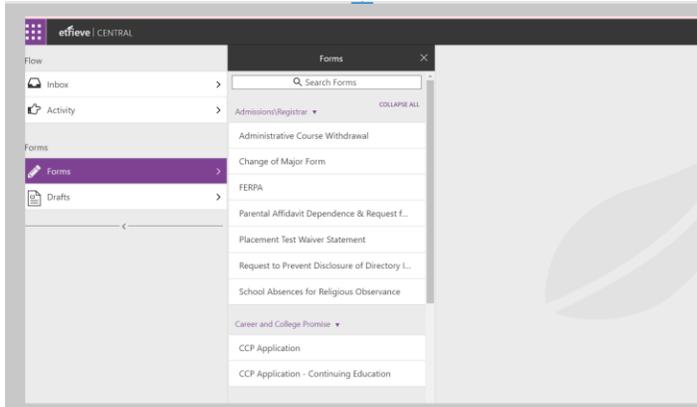
4. Click on the Google icon at the bottom of the screen and log in with your high school Gmail account's username and password.



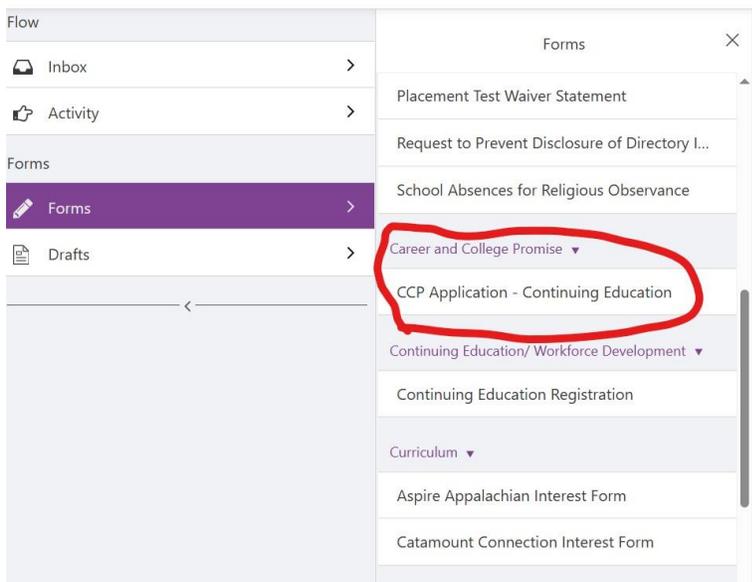
5. Hit the “continue” button to proceed into Etrieve.



6. Click on “Forms” on the left-hand side of Etrieve.



7. Click on “CCP Application-Continuing Education” under “Career and College Promise.”



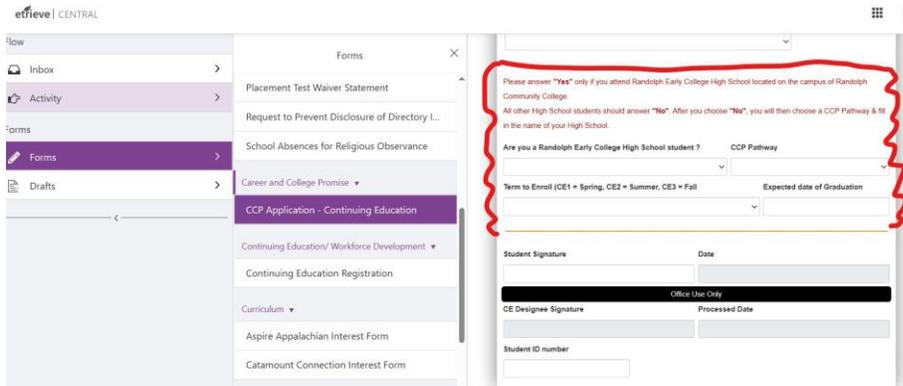
8.. Fill out the application form by typing in boxes or selecting the correct item.

TIPS: 1. You DO NOT need your social security number to complete application

- If you have a personal cell phone, put that as your home number. It will be how instructors, advisors, and the school will contact you.

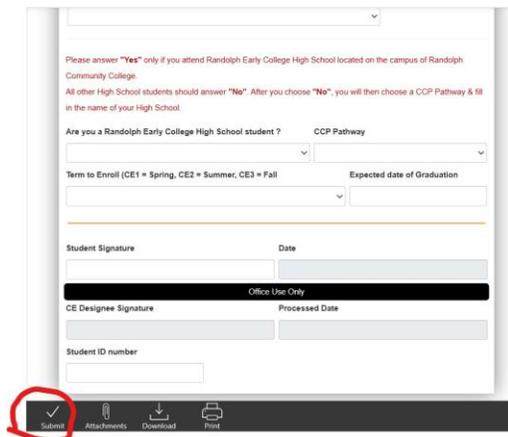
9. You will answer NO to being a Randolph Early College High School student.

- You will use the drop down to choose your Continuing Education pathway.
- Your graduation date can be as simple as 06/01/26. It does NOT have to be an exact date.
- **The term you will begin will be reflected by CE 1=Spring semester, CE 2=Summer semester, and CE 3=Fall semester.**



10. You will type your signature; it will put it in cursive for you as you.

11. Submit when the form is completed. (You do not need to print.)



12. Lastly, after submitting your application, please make sure to sign out of Etrieve by clicking on the wheel in the top right-hand corner.

