The Zone is a web portal that provides a single point of access to college services like online registration, Blackboard, Zonemail and much more.

### Need Help? Ask the HELPZONE
Call (925) 424-1710 or send email to helpzone@clpccd.org

### Accessing the Zone
The Zone login page can be accessed from the college homepage or by visiting thezone.clpccd.edu

- Enter your “W” student ID number and your 6-digit PIN to log on to The Zone.
- Don’t know your “W” number? You can look it up in CLASS-Web (banner-web.clpccd.cc.ca.us:700) by logging on with your SSN and PIN.
- Your PIN for The Zone is the same PIN used in CLASS-Web and is initially set to your date of birth in MMDDYY format.
- Need to reset your PIN? Go to CLASS-Web and enter your “W” number or SSN for your User ID and click “Forgot PIN?” Provide the correct answer to your security question and your PIN will be temporarily reset to your date of birth. Follow the prompts to enter a new PIN. For further assistance, you can also visit the Office of Admissions & Records or email: ccarcom@chabotcollege.edu or lpcarcom@laspositascollege.edu.

### Accessing Blackboard
- Click the Blackboard tab, then click the “Go to Blackboard” link on the left to access Blackboard. The first time you do this, The Zone will take you to an External Account Synchronization page.
- Your Blackboard User Name is your “W” number. Your Password is the first two letters of your first name + the first two letters of your last name (all lowercase) + the last four digits of your “W” ID number. For example, Maria Valdez with a User Identification Number of W98765432 has a password of mava5432.
- Click Save Account Information after you do this. From now on, each time you log on to The Zone and click the Blackboard link, you will be taken directly to Blackboard where you can access your courses. (If you change your password in Blackboard, The Zone will again ask for your Blackboard password.)
- Additional support for online classes can be found at www.chabotcollege.edu/online or www.laspositascollege.edu/onlinelearning.

### Setting Up Mail Forwarding in Your Zonemail Account
1. In your Zonemail account
2. Click the gear in the top right.
3. Select Settings.
4. Select the Forwarding and POP/IMAP tab.
5. Click Add a forwarding address in the “Forwarding” section.
6. Enter the email address you want to forward to.
7. For your security, a verification email will be sent to that address.
8. Click the verification link in that email.
9. On the same Forwarding and POP/IMAP page in Settings, check that Forward a copy of incoming mail is selected and your email address is in the drop-down menu.
10. In the second drop-down menu, choose what you want Zonemail to do with your messages after they’re forwarded, such as keep Zonemail’s copy in the Inbox (recommended) or archive Zonemail’s copy

### Disclaimer:
We recommend that you check your Zonemail on a routine basis since there is no guarantee that forwarding your email using other vendor email systems will be successful due to spam filters.