Students should receive their W# by email within two business days after submitting their application. In the event that you do not receive your W# by email, please follow these instructions:

1. Click on “CLASS-Web” link
2. Click on "Sign On to CLASS-Web" link
3. “User ID” ➔ **Enter your Social Security Number or your CCCID**
   - A Social Security number (SSN) is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents.
   - A CCCID is a unique student-identifier generated when a student creates an OpenCCC account.
   - If you did not provide your SSN or saved your CCCID, please contact Admissions and Records office.
4. “PIN” ➔ **Enter your date of birth in the format of MMDDYY** (ex. 2/8/99 would be 020899)
5. “Login” button
6. Click on "What is my W ID? What is my Canvas ID?" link

**If you get the message “your PIN has expired,” do the following:**

1. “Old PIN” is your date of birth in the same format (ex. 2/8/99 would be 020899)
2. “New PIN” is any 6 numbers of your choosing (no letters or symbols)
3. Click “Submit” button
4. Re-enter new PIN
5. Select a security question and type in an answer of your choosing
6. Click on “Submit” button
7. “Terms of Usage” ➔ Read the page and click “Continue”
8. Click on "What is my W ID? What is my Canvas ID?" link

If you need further assistance, please contact Admissions and Records office.

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**Office Hours**
Summer 2020 (June - July)

<table>
<thead>
<tr>
<th>Monday</th>
<th>9:00 am – 5:00 pm</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>9:00 am – 6:00 pm</td>
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<tr>
<td>Wednesday</td>
<td>9:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00 am – 4:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Contact Information**

Phone: (925) 424-1500
Email: lpc-admissions@laspositascollege.edu