**The Zone**

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? CALL THE HELP ZONE**

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: lpcarcom@laspositascollege.edu or nppcarcom@chabotcollege.edu.

**ACCESSING BLACKBOARD FROM THE ZONE**

- 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.

**ACCESSING YOUR ZONEMAIL ACCOUNT FOR THE FIRST TIME**

The Zonemail login page can be accessed from the college homepage or by logging on to The Zone and clicking on “E-Mail”.

If you don’t know your Zonemail Username, log on to The Zone and click on the link in the “Quick Check” channel to view your college email address:

1. In the "College Email Address" section, click 'What is my college/district email address?'
2. Enter your "W" student ID number and your 6-digit PIN.
3. Click the verification link in that email.
4. Back in your Zonemail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
5. You can choose to keep a copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
6. Click Save Changes.

**SETTING UP MAIL FORWARDING IN YOUR ZONEMAIL ACCOUNT**

You can forward your incoming Zonemail messages to another preferred email address.

- Click the gear icon at the top of the page and choose SETTINGS.
- Click the Forwarding and POP/IMAP tab.
- In the "Forward a copy of incoming mail to" section, click 'Add a forwarding address'.
- Enter the email address to which you'd like your messages forwarded.
- For your security, a confirmation email will be sent to that email address.
- Open your forwarding email account and find the confirmation message from “Chabot Las Positas Community College District Team.”
- Click the verification link in that email.

**ADDITIONAL SUPPORT**

For online classes, additional support can be found at www.chabotcollege.edu/onlinelearning.