



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 lpccarcom@laspositascollege.edu.



ACCESSING BLACKBOARD FROM THE ZONE

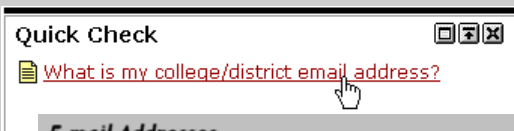
- Click the **Blackboard** tab, then click the "Go to Blackboard" link on the left to access Blackboard. The first time you do this, The Zone will take you to an **External Account Synchronization** page.
- Your Blackboard **User Name** is your "W" number. Your **Password** is the first two letters of 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".

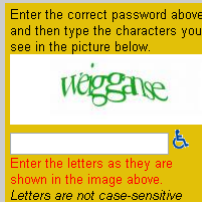
You can also go directly to the Zonemail login page at stumail.clpccd.edu

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:



E-mail Addresses
College Email Address (Students only - not updatable)
clpstudent0001@zonemail.clpccd.edu

- Your Zonemail Username consists of your **first initial + middle initial + last name + digits** (if applicable).
- Your Zonemail Password is the same PIN you use for The Zone and CLASS-Web.
- You may be required to re-enter your Username, Password, and enter some CAPTCHA text for verification when logging on for the first time.

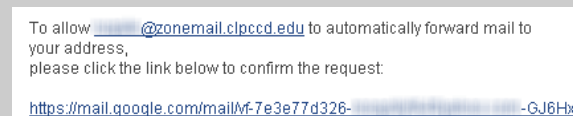


SETTING UP MAIL FORWARDING IN YOUR ZONEMAIL ACCOUNT

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

- Click the **gear icon** at the top of the page and choose **Mail settings**.
- Click the **Forwarding and POP/IMAP** tab.
- In the "Forwarding" 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.



- 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**.
- You can choose to keep a copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
- Click **Save Changes**.

- 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**