



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](mailto:helpzone@clpccd.org)

### ACCESSING THE ZONE

The Zone login page can be accessed from the college homepage or by visiting [thezone.clpccd.edu](http://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](mailto:ccarcom@chabotcollege.edu) or [lpccarcom@laspositascollege.edu](mailto:lpccarcom@laspositascollege.edu).



### ACCESSING BLACKBOARD

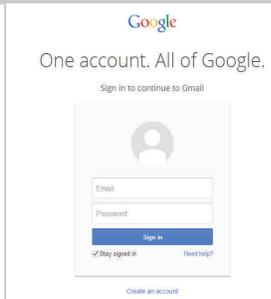
- Click the **Blackboard** tab, then click the “Go to Blackboard” link on the left to access Blackboard. The first time you do this, The Zone will take you to an **External Account Synchronization** page.
- Your Blackboard **User Name** is your “W” number. Your **Password** is the **first two letters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

## Accessing Your Zonemail Account for the First



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 Gmail.com**



- Your Zonemail Username consists of your **first initial + middle initial + last name + digits** (if applicable).

\*Please note if you already have a gmail account and it pops up when you click on the email icon from The Zone you will need to sign out and then add another account see instruction below :

1. Click on Sign out of Account
2. Choose an Account Screen will appear
3. Then Click on Add an Account Link
4. Your email address is [username@zonemail.clpccd.edu](mailto:username@zonemail.clpccd.edu)
5. Your password is the same six-digit PIN used for The Zone.

**NOTE: If you need help logging into Zonemail, please call 925-424 1710 or email [helpzone@clpccd.org](mailto:helpzone@clpccd.org).**

### 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.

- 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](http://www.chabotcollege.edu/online) or [www.laspositascollege.edu/onlinelearning](http://www.laspositascollege.edu/onlinelearning)**