How to Access Employee Portal Documents

While on Campus, Open Web Browser
(Internet Explorer 7.0 and above or Firefox 2.0 and above)

1. In the address bar type http://portal.intranet.co.ccc.edu
2. Add a Bookmark in your web browser for the new website address.
3. Each District Department has their own website on the Employee Portal.
   The main navigation to access Department websites is across the top of the Employee Portal.
   Click the name of the District Department to visit their website.

Once inside the District Department website, use the navigation on the left to locate the document or form.

4. Click the document name to open.
5. At the top of each document library, you will find the District staff member who posts or maintains the documents. If you cannot locate a document, please contact the staff member.

To return to the Home Page of the Employee Portal, click the Employee Portal link in the upper left hand corner.

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