

## SSN Structure Guide

### **Purpose:**

This guide will assist students in the process of creating Social Security Numbers for clients when entering or editing applications or cases in the Community College Environment (CCE). **Students will create SSN's when entering or editing mock applications and cases in the CCE only!**

### **Process:**

Students will create SSN's for clients on mock applications using the college ID for the first three numbers, a two digit number assigned to each student by the instructor for the second set of numbers, and a random four digit number chosen by the student for the third set of numbers.

