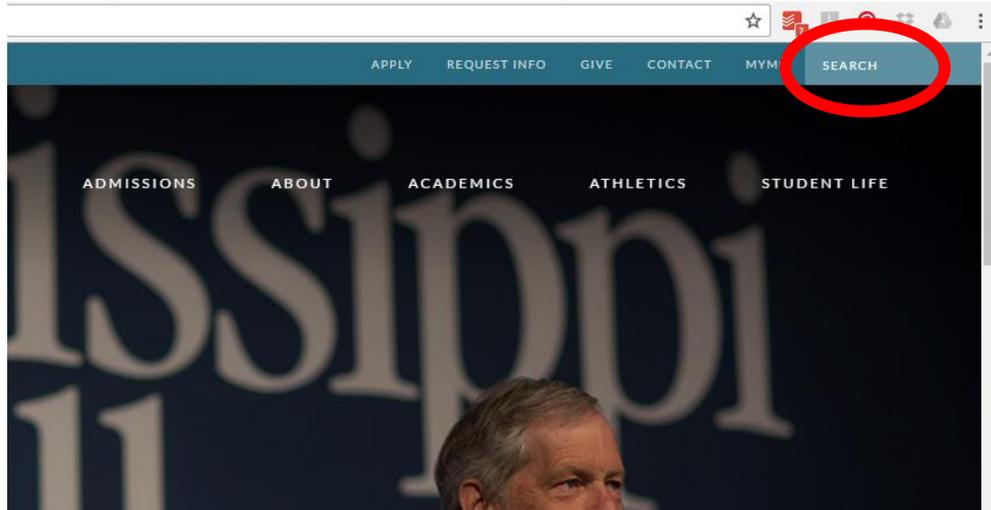


## Creating Your MyMC Account

Setting up your account is easy:

1. Go to my.mc.edu.

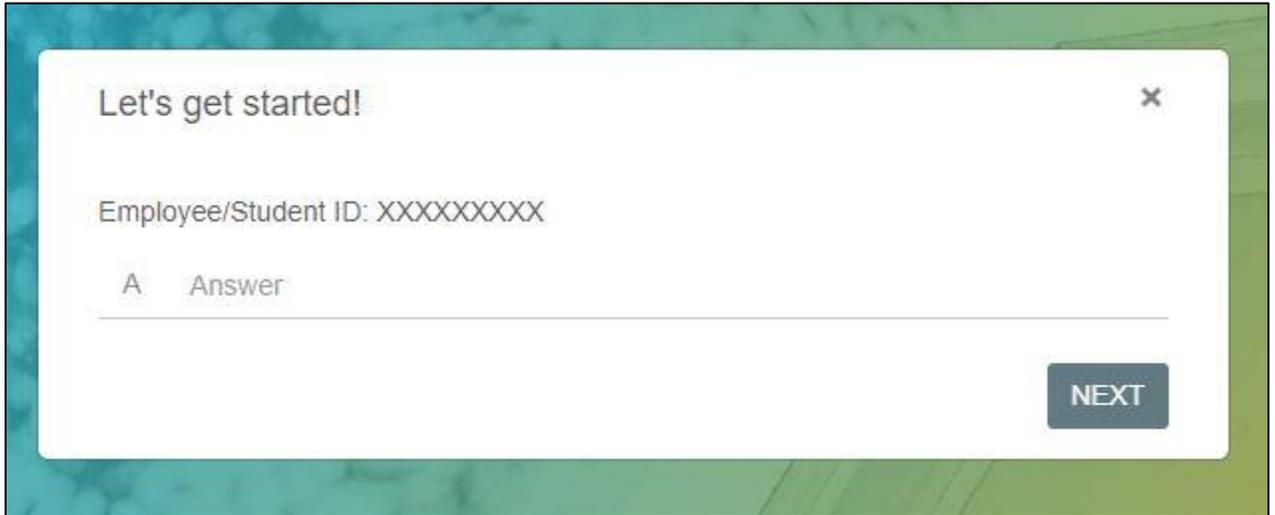
You can also go to [www.mc.edu](http://www.mc.edu) and click on “MyMC” in the top right corner



2. If you have never logged into the MyMC, you will first need to retrieve your password. Beneath the LOGIN button, click on “First Time User Account Setup”.

A screenshot of the MyMC login page. The page has a white background with a green border. At the top, it says 'Log in to MyMC'. Below this, there are two input fields: 'Username (without @mc.edu)' and 'Password'. A dark blue 'LOGIN' button is centered below the fields. At the bottom of the page, there are four links: 'Forgot Password / Username', 'First Time User Account Setup', and 'Banner Web (No Longer Enrolled)'. The 'First Time User Account Setup' link is circled in red.

3. You will need to fill in your MC ID number or “700#” that you received from admissions, your birth year and last 4 digits of your Social Security Number. Everything must be entered exactly as you entered it on your application. Hit “Submit” and it will display your username, MC email address and default password. You will need to save these in a secure place.

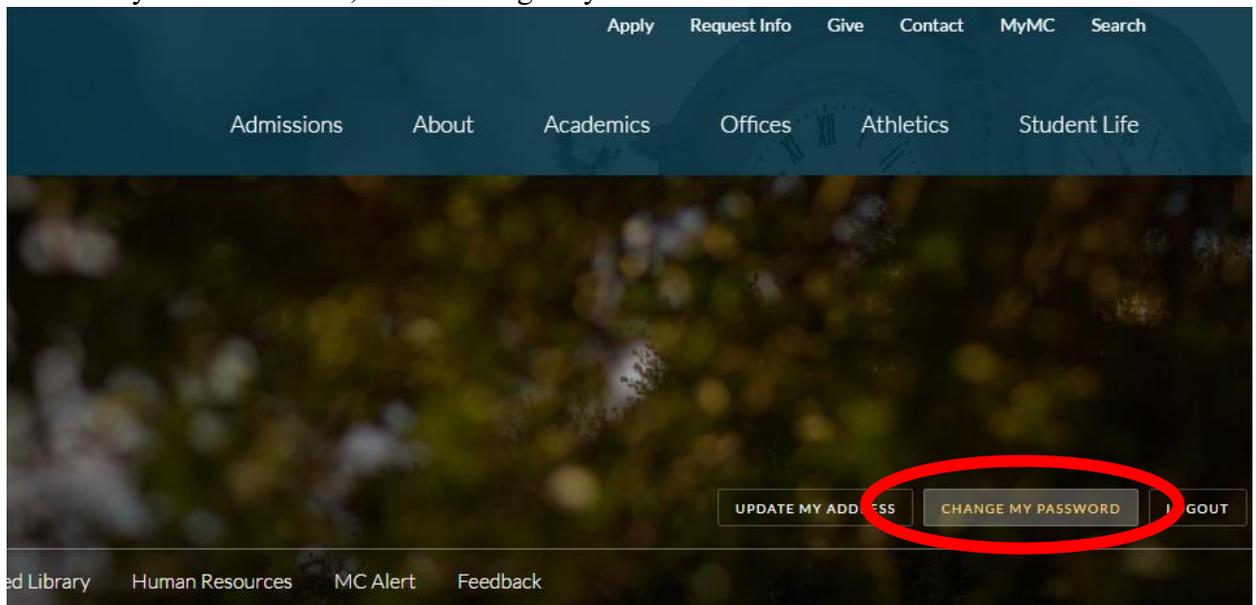
A screenshot of a web form titled "Let's get started!". The form has a white background with a light blue border. It contains a text input field with the placeholder text "Employee/Student ID: XXXXXXXXXX". Below the input field is a label "A Answer" followed by a horizontal line. In the bottom right corner of the form is a dark blue button with the word "NEXT" in white capital letters. There is a small "x" icon in the top right corner of the form area.

4. Now go back to my.mc.edu and use your username and password to log in. Your password IS case sensitive. You are now at your MyMC Launch Pad.

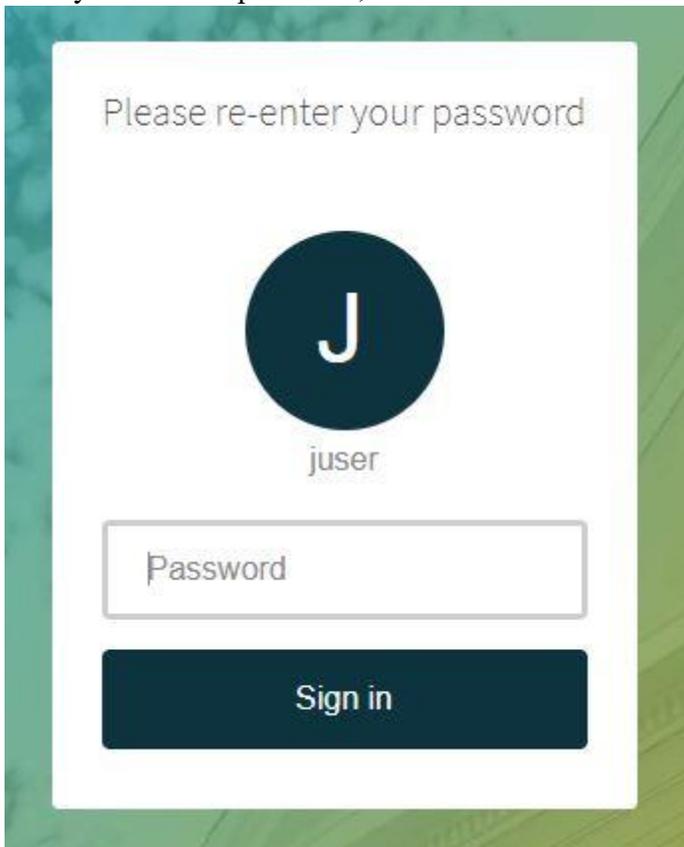
## Changing Your MyMC Password

You may wish to change your MyMC password to something more personal or easy to remember.

1. Log onto your MyMC Account.
2. While on your Launch Pad, click “Change My Password” located in the header.



3. Enter your current password, and click “Submit”.



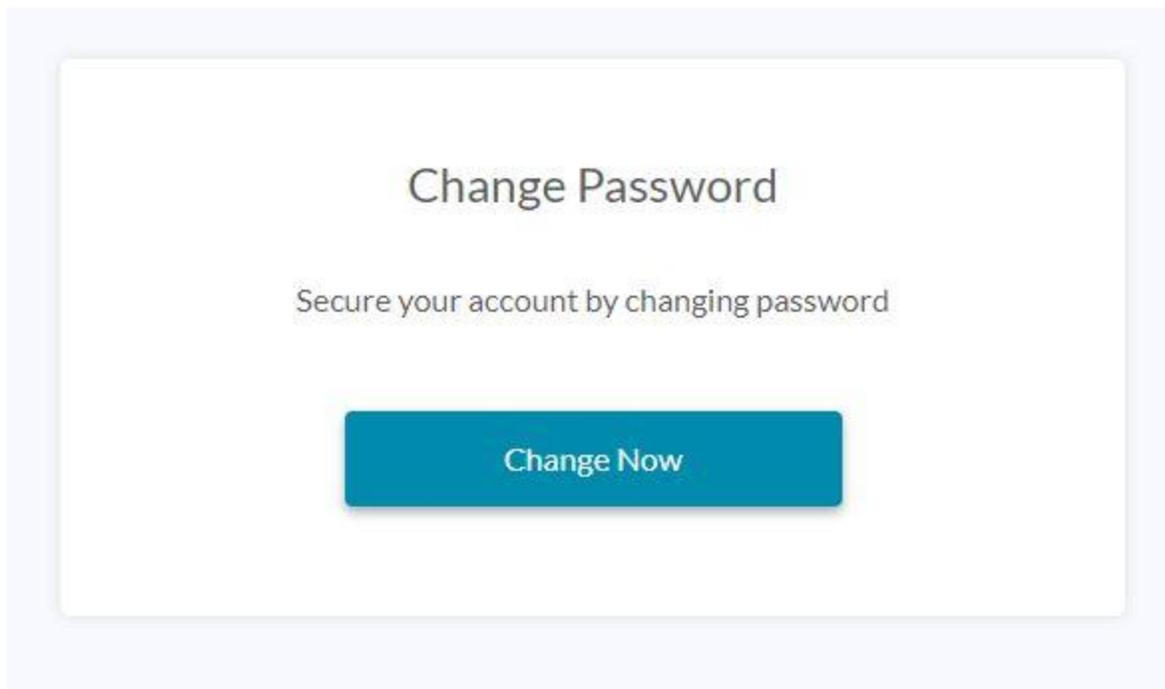
Please re-enter your password

J  
juser

Password

Sign in

4. In the Change Password block, click “Change Now”.



Change Password

Secure your account by changing password

Change Now

5. Fill in the required fields and hit “Update”.

## Change Password

Current Password

Enter current password

---

New Password

Enter new password 

---

Re-enter New Password

Re-enter new password

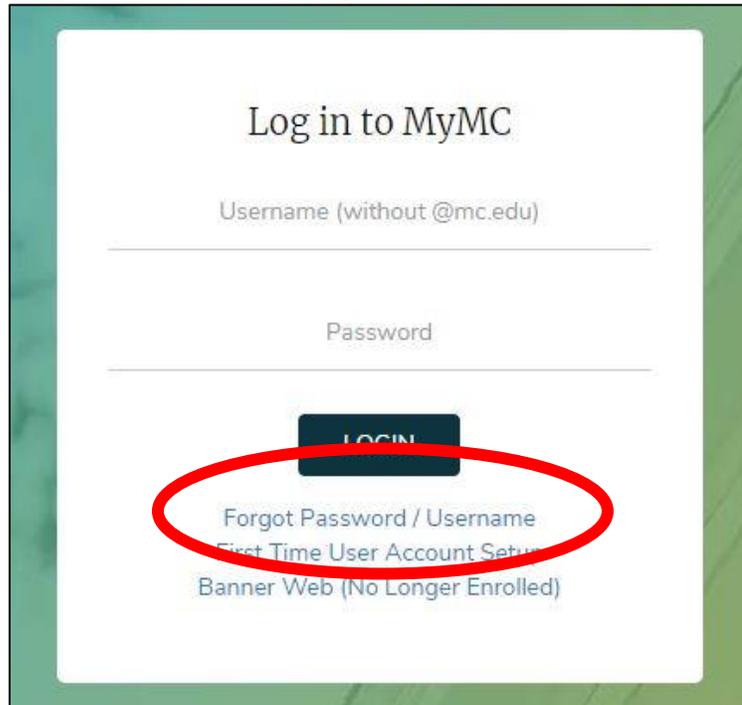
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**UPDATE**

## Resetting your MyMC Password

If you have ever forgotten your MyMC Password, you can reset it to a default password at any time.

1. Go to my.mc.edu.
2. Beneath the LOGIN button, click on “Forgot Password / Username”.



Log in to MyMC

Username (without @mc.edu)

Password

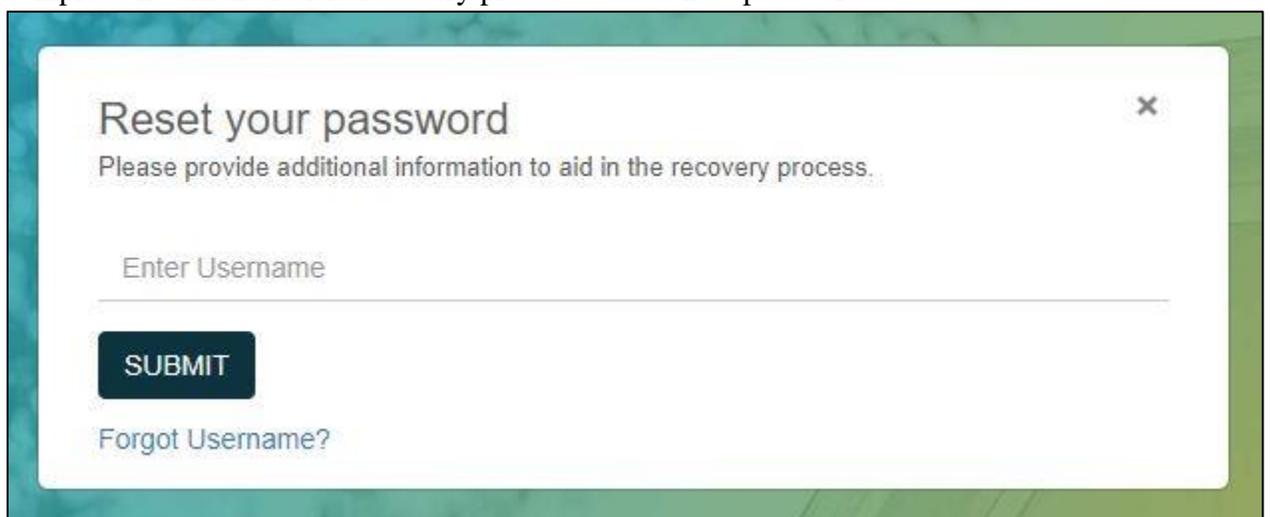
LOGIN

[Forgot Password / Username](#)

[First Time User Account Setup](#)

[Banner Web \(No Longer Enrolled\)](#)

3. You will need to provide your username, the answer to your security question and complete the email or SMS recovery process to set a new password.



Reset your password

Please provide additional information to aid in the recovery process.

Enter Username

SUBMIT

[Forgot Username?](#)

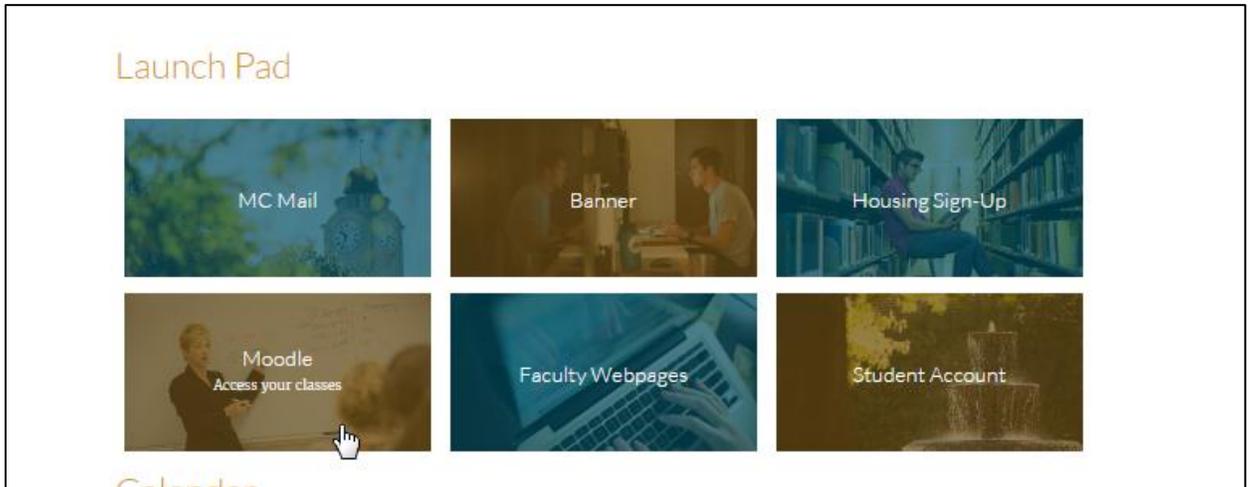
4. Now go back to my.mc.edu and use your username and password to log in. Your password IS case sensitive.

# Using Your MC Email

An MC email address is provided for all of our students.

NOTE: If you want to communicate via email to conduct business on campus, it **MUST** be conducted through your MC Email.

1. Log onto your MyMC Account.
2. Once on your MyMC Launch pad, your MC email will be the first box. Click “MC Mail”.



3. Since MC uses “Single Sign On” for all our students, you will never need to change your email password as you will always log in through MyMC.
4. You are encouraged to check your email daily as all official communications and advisor emails will come to your MC email account.