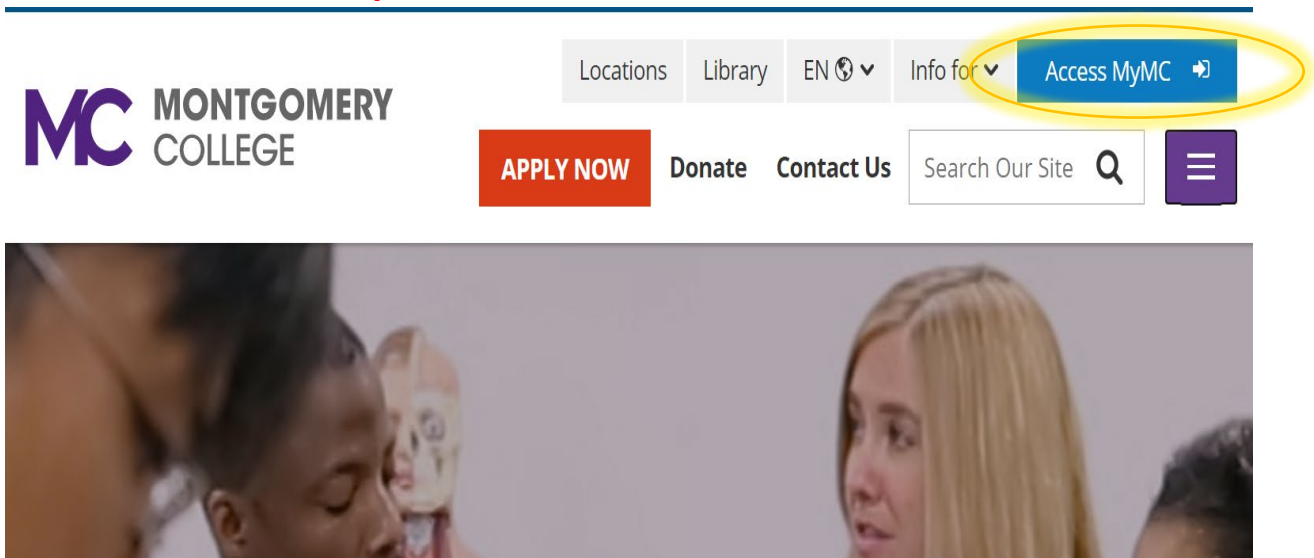


1. Go to [www.montgomerycollege.edu](http://www.montgomerycollege.edu) Click on [Access MYMC](#).

\*Some devices may require you to click on the *menu option* to click on the **Access MyMC** icon.



2. Log in using your MyMCID (username) and password.

- If you do not know your MyMCID (username), click on [“Find Your MyMC ID”](#). You will need your M#. To get your M# call 240-567-5188
- If you do not know your password, click on [“Password Reset”](#). You will need your username and M#.

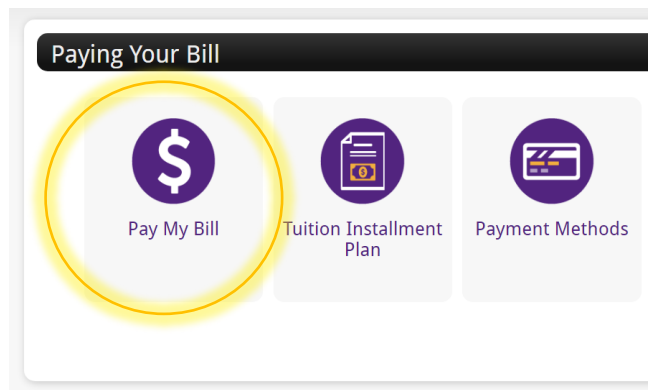


3. Click on **Pay My Bill / Manage Account**

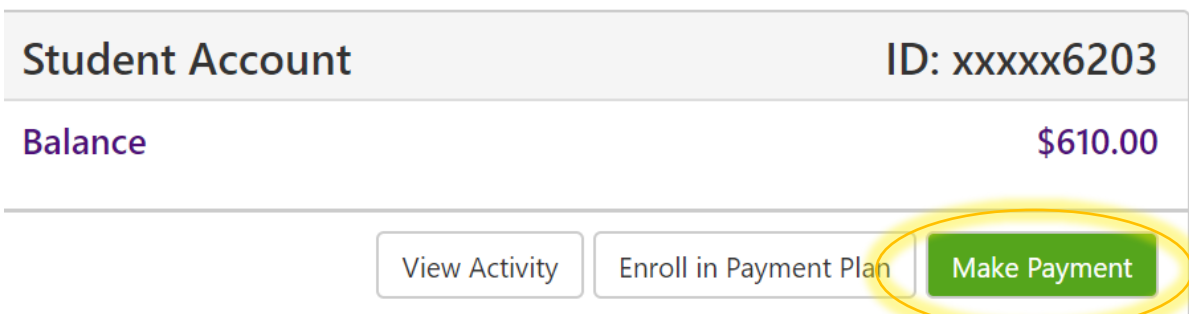
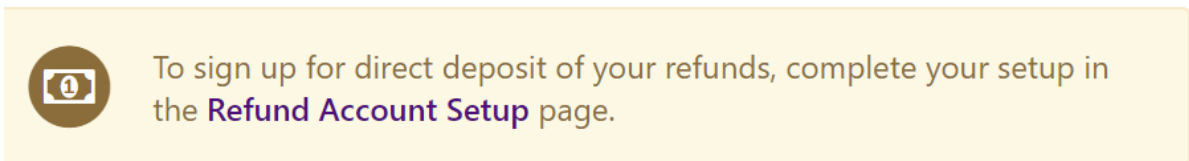
\* Some devices may require you to click on the *main menu* option to view all the menu icons.



4. Click on **Pay My Bill**



5. You will be re-directed to another window to make a payment. Click on **Make Payment** in green.



Instruction for Online Payment- Fall 2022

6. Click on the small box next to Fall 2022 and click on **Continue**.



Amount



Method

Payment Date

07/25/2022

Pay by term

Fall 2022

\$610.00

610.00

Payment Total: \$610.00

Continue

7. Click on method, select "Credit or Debit Card" then click continue.

Amount

\$610.00

Method

Credit or Debit Card

Select Method

**Saved Payment Methods**

**Other Payment Methods**

Credit or Debit Card

Back

Cancel

Continue

8. Fill out your credit card number and click continue.

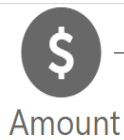
Account Information

\* Indicates required fields

\*Card number:

Back Cancel **Continue**

9. Fill out the rest of the credit card required fields and click continue.



Amount



Method



Confirmation



Receipt

Amount \$610.00

Method Credit or Debit Card

Account Information

\* Indicates required fields

\*Card account number: xxxxxxxxxxxx7906

\*Name on card:

\*Card expiration date: 02 2022

\*Card Verification Value:   
(View example)

Option to Save

Save this payment method for future use

Save payment method as:   
( example My CreditCard )

Card Verification Value Example

Back Cancel **Continue**

Card Verification

The card verification value is an extra 3 or 4 digit number printed on your credit card.




Submit your payment and please print your receipt for your use.

If you have any questions or need additional assistance please call: 240-567-5188

## USE YOUR MYMC ACCOUNT:

Now that you are able to log into MyMC to register and pay, please note these other available tools in your MyMC account.

By clicking on “My Classes” on the top menu option, you can:

1. View your class schedule and find the instructors name and email.  
Click on the envelope  icon to send an email to your instructor.



View My Class Schedule

2. View the booklists to see if textbooks are required.  
Use your M# and select the term to see a list of required books.



View Booklists

3. Add or drop courses (before the start date).  
To drop courses after the start date, fill out and submit a [WDCE Drop Form](#).



Add or Drop Classes

The screenshot shows the top navigation bar of the MyMC website with the following links: Home, Employee Resources, Training and Professional Development, My Classes (highlighted), Registration, Financial Aid, Pay My Bill / Manage Account, Counseling and Advising, Life at MC, Collegewide Services, Alumni, and Forms.

Below the navigation bar is a section titled "Degree and Class Tools" containing a grid of icons and labels for various services:

- Blackboard (Bb icon)
- View My Grades (A icon)
- View My Class Schedule (Calendar icon with 15)
- Schedule an Exam (Exam icon)
- Change Majors (House with arrows icon)
- View Booklists (Open book icon)
- Add or Drop Classes (Book with plus icon)
- Request Transcript (Document with checkmark icon)
- Degree Audit (Magnifying glass icon)
- Request Enrollment Verification (Checkmark icon)
- Apply for Graduation (Graduation cap icon)