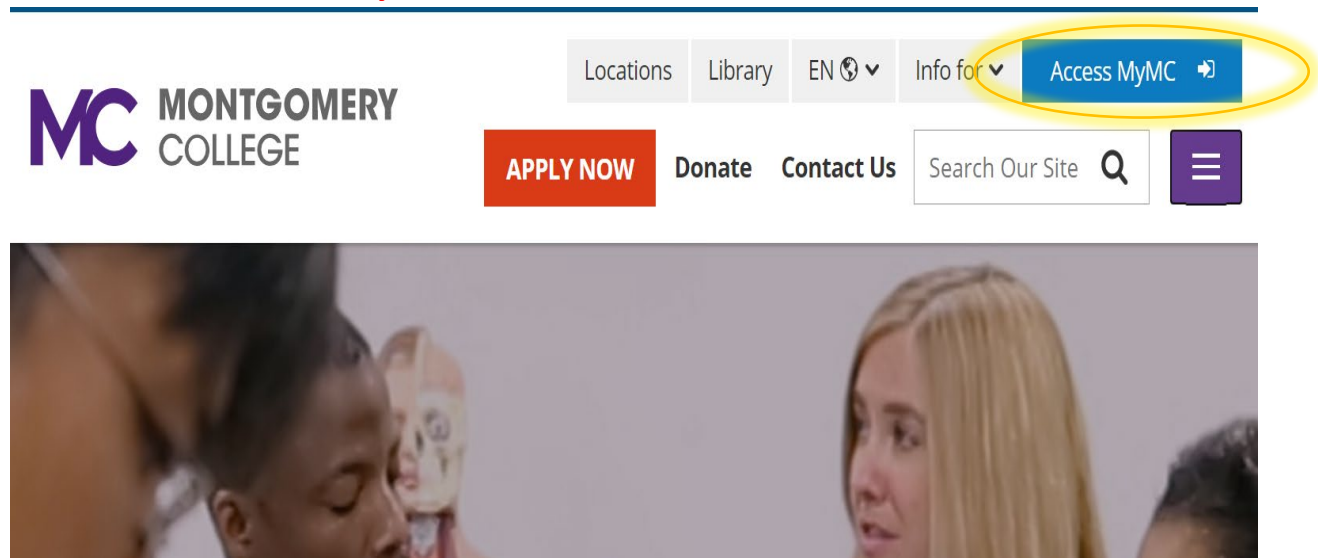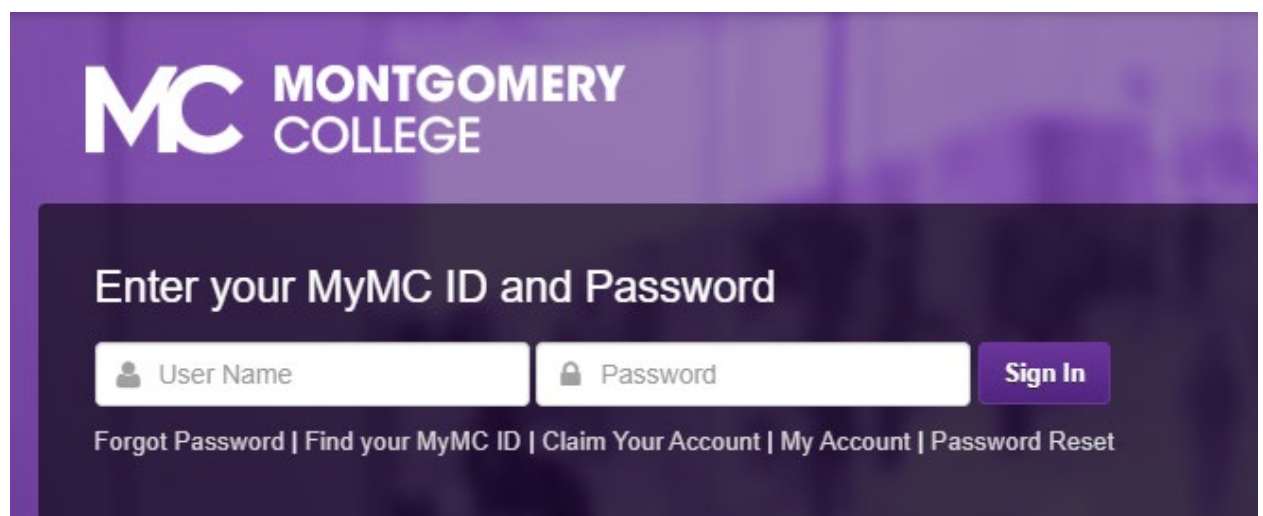1. Go to www.montgomerycollege.edu Click on **Access MYMC**.
   *Some devices may require you to click on the *menu option*
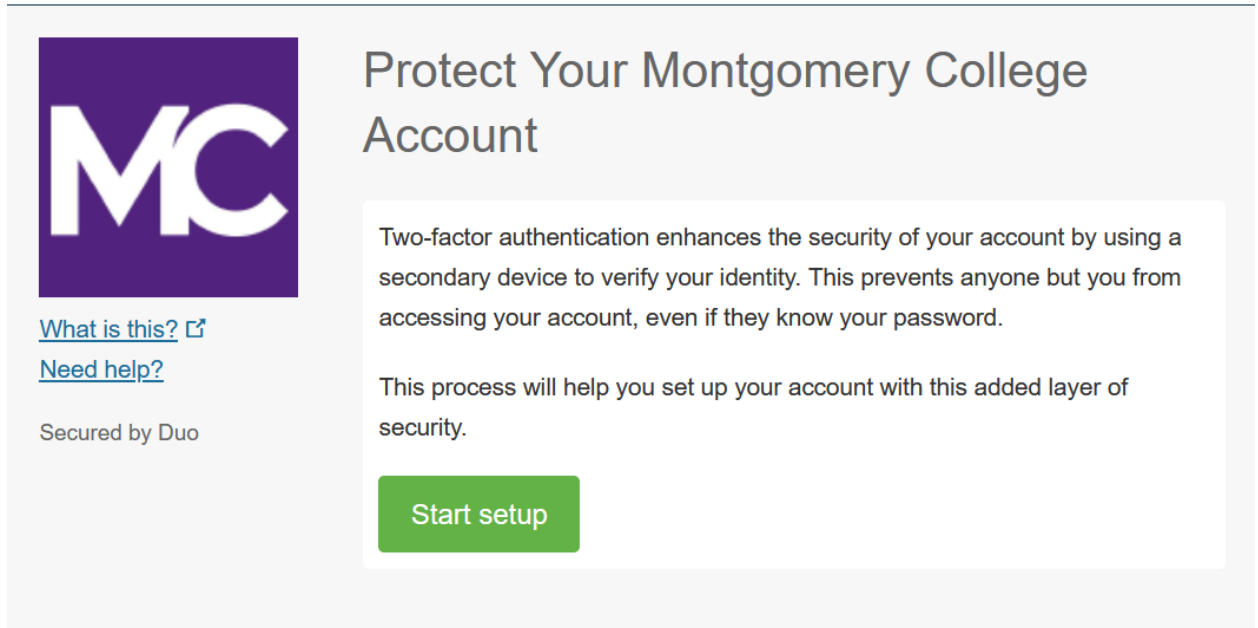   to click on the **Access MyMC** icon.

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. Set up your 2-Factor- Authentication **DUO MOBILE PUSH** by following the steps prompted on your computer. Note: you will have to download the **DUO Mobile App** on your mobile device to continue. If you need additional support with this step, call the IT Help Desk 240-567-7222.

Protect Your Montgomery College Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

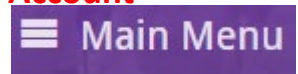This process will help you set up your account with this added layer of security.

What is this?

Need help?

Secured by Duo

Start setup

4. Once you successfully log in, click on **Pay My Bill / Manage Account**
   * Some devices may require you to click on the *main menu* **Main Menu** option to view all the menu icons.

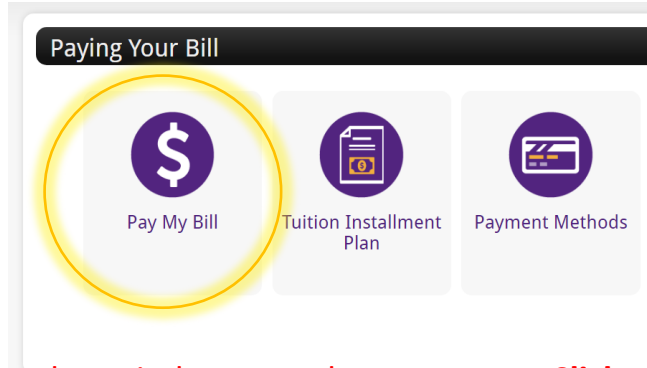**MONTGOMERY COLLEGE**

Counseling & Advising Network   Blackboard

Home   Employee Resources   Training and Professional Development   My Classes   Reg

Pay My Bill / Manage Account   Counseling and Advising   Life at MC   Collegewide Services

5. Click on **Pay My Bill**

Paying Your Bill

$ Pay My Bill   Tuition Installment Plan   Payment Methods

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

To sign up for direct deposit of your refunds, complete your setup in the **Refund Account Setup** page.

Student Account   ID: xxxxx6203

Balance $610.00

View Activity   Enroll in Payment Plan   Make Payment

7. Click on the "Add" button and click on **Continue**.

Pay By Term

Select 'Add' to add input amount or enter different amount by selecting input.

Current Term | $610.00 $ 610.00   Add

Select input to change payment amount

Payment Total: $610.00

Continue

8.   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

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

Account Information

* Indicates required fields

*Card number: [   ]

Back   Cancel   Continue

10. 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: [   ]

Card Verification Value Example

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

Option to Save

☐ Save this payment method for future use

Save payment method as: [   ]
(example My CreditCard)

[Back] [Cancel] [**Continue**]

Submit your payment and please print your receipt for your use.
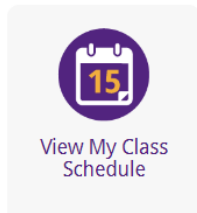
If you have any questions or need additional assistance please call: 240-567-5188

USE YOUR MYMC ACCOUNT:

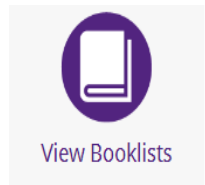Now that you are able to log into MyMC to register and pay, please note these other available tools in your MyMC account.

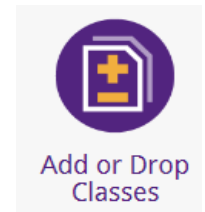By clicking on "My Classes" on the top menu option, you can:

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

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

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