

New Student- Creating a MyMC Account

1. Click on [WDCE Web Registration](#) and follow the instructions below. Call Customer Service at **240-567-5188** if you need additional help.
2. Click on the **+** under “Web Registration Instructions for New Students” and click on **Web Application Login**

Web Registration for New Students.

You are considered a new student if you have never taken a class or event sponsored by Montgomery College.

Web Registration Instructions for New Students

The first thing you will need to do is create your "Web Application". Please follow directions. You will be admitted for the term you state on your admissions application and will remain admitted to Montgomery College for ALL future terms and at ALL campuses for WDCE classes only.

Before you start your web application for first time users please note these two important items.

- When you select **Application Type** make sure you apply as a **WDCE Workforce Dev & CE** student to avoid the nonrefundable \$25.00 charge.
- You will initially create a temporary login id and pin for web admissions only. Later in the process after you create your security questions, a NEW **MyMC** login ID and Pin will be issued to you once you are admitted. Please be sure to write these down.

Start the Web Application

- Here is the link to **Web Application Login**. In the lower left of this page there is a link to **"First time user account creation"**. Click on that link to start your web application.
- Follow the directions to create your admissions login and pin, click **login** to go to the next page.
- Follow the instructions to complete your application.
- Once you receive the "Thank you for Applying" letter, print it and follow instructions to create a new PIN and

3. Click on **"First time user account creation"**

Login ID:

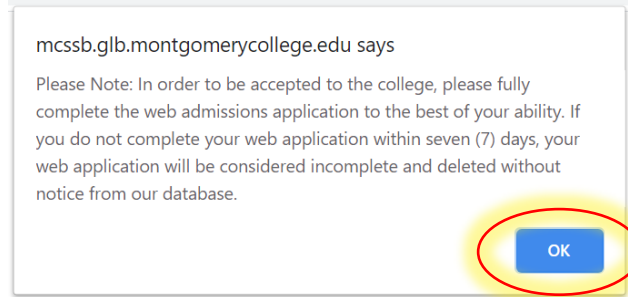
PIN:

Login

[First time user account creation](#)

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4. Read the pop up text and click OK




5. Follow the requirement for creating a login ID and PIN and click Login

To create your Login ID and PIN:

1. Create your Login ID - it can be up to **9 alphanumeric characters, use letters (case sensitive) and numbers ONLY. Do Not Use Social Security Numbers as your Web Admissions Login ID!**
2. Create your PIN - **PIN must be 6 numbers.**
3. Enter your PIN again to verify it.
4. Click on the Login button to create your Web Application Login ID and PIN.

Please scroll down to access Login button.

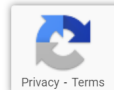
 Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:



6. Under Application Type, please select "WD&CE- Workforce Dev & CE" Click Continue

Application Type:

[Return to Home](#)

- A. New to College
- A. New to College
- B. Prior College
- C. Dual Enrollment
- D. Student Visa-I20 Request
- E. WD&CE - Workforce Dev & CE**
- F. ACES App (For Juniors Only)

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7. Select the admission term and fill out your information – Then click “Fill Out Application”

* - indicates a required field.

Application Type: E. WD&CE - Workforce Dev & CE

Admission Term:*

First Name:*

Middle Name:

Last Name:*

8. When Pop up appears click OK

mcssb.glb.montgomerycollege.edu says

Please Note: In order to be accepted to the college, please fully complete the web admissions application to the best of your ability. If you do not complete your web application within seven (7) days, your web application will be considered incomplete and deleted without notice from our database.

9. Fill out your personal information by clicking on each of the 4 categories shown below.



1. Name Verification



3. Personal Information



2. Address and Phone



4. Electronic Signature

i. 1. Name verification: Fill out your information and click Continue

* - indicates a required field.

Last Name or Family Name:*

First Name:*

Middle Name or Middle Initial:

Prefix (Mr. or Ms.):*

Suffix:

Previously Applied?:* Yes No

Previously Attended?:* Yes No

[Return to Checklist without saving changes](#)

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ii. 2. Address and Phone: Fill out your information and click Continue

* - indicates a required field.

Permanent Address

Street Line 1:*

Street Line 2 (no symbols allowed):

City:*

State:*

Zip Code (five digits):*

County
(If outside of MD, choose "Other"):

Daytime Phone Number (No hyphen)
(xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxxx
extension):

Form fields for address and phone information, including dropdown menus for State and County, and input boxes for Street Line 1, Street Line 2, City, Zip Code, and Daytime Phone Number.

Checklist **Continue** Finish Later

iii. 3. Personal Information: Fill out your information and click Continue

* - indicates a required field.

Lived in Montgomery County, MD
for the last three months.:

Yes No

I consider Maryland to be my permanent place of abode, where my
possessions are maintained and where I intend to remain indefinitely.:

Yes No

Citizenship Status:

None

Email:

Input box for email address

Verify e-mail address:

Input box for verifying email address

Social Security Number (XXXXXXXX):

Input box for Social Security Number

Gender:

Male Female

What is your ethnicity?

Ethnic Category:

- Hispanic or Latino
- Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

Race:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander

Birth Date: Month (None) Day (None) Year (YYYY)

Checklist **Continue** Finish Later

iv. 4. Electronic Signature: Be sure to complete the Electronic Signature by typing your name inside the box on category #4. Click continue.

4. Electronic Signature (Checklist item 4 of 4)

Type your full name to accept the following:

* - indicates a required field.

By submitting the online information, you agree to the following statement: I certify that this information is correct and complete. I agree to abide by the policies and procedures of Montgomery College. Additionally, I understand that I am responsible for all costs including necessary collection costs to satisfy my debts to the College. Upon request by a designated college official, I agree to provide evidence of the information submitted for verification by the College.

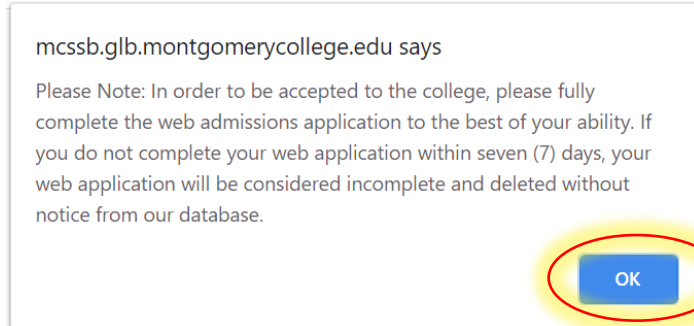
Large empty box for electronic signature, circled in red.

Checklist **Continue** Finish Later

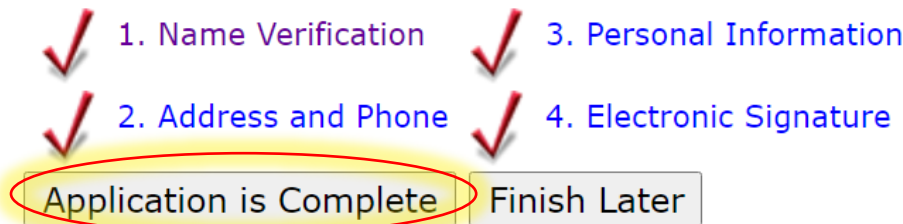
[Return to Checklist without saving changes](#)

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10. When Pop up appears click OK



11. Once all sections are complete, you should see a check mark on each category as shown below: Click "Application is Complete"



12. Read and click "I agree to the terms"

Admissions Agreement

You must agree to the terms below, or you will information can be found in the HELP link above

I understand that withholding information make me ineligible for admission to the co application are correct and complete, inclu

I understand by submitting this Admissior number, date of birth, and ACCUPLACER sc of determining my eligibility for the Altern based on a final semester grade of B or hi

[I agree to the terms](#)

[I do not agree](#)

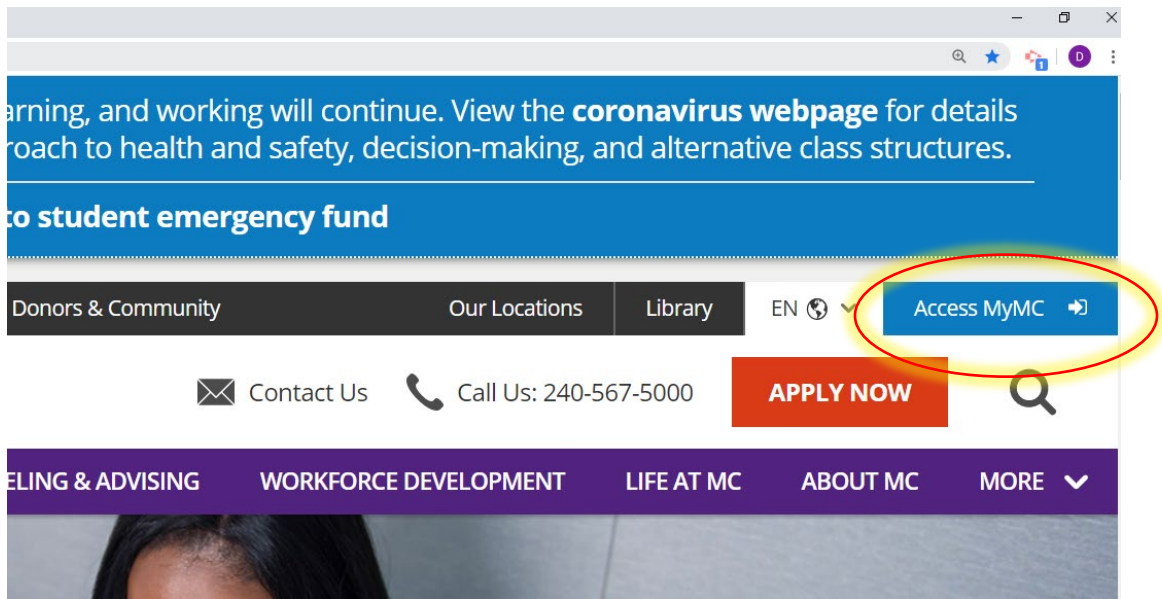
13. You will then receive your M# and MyMC ID: with this information go to your MyMC and [CLAIM YOUR ACCOUNT](#)

* If you need assistance creating your account or receive a "PUSHERR issue", Please call us at 240-567-5188.

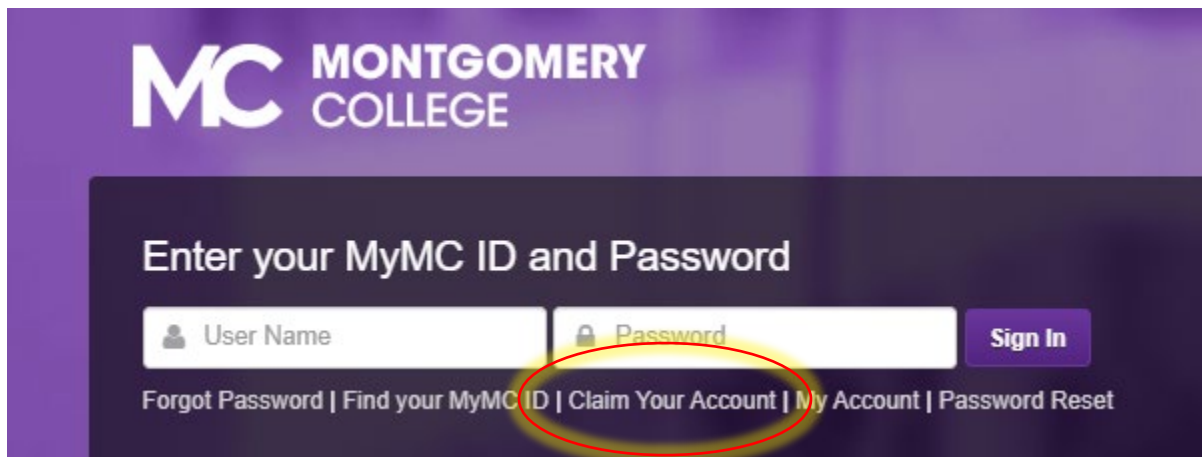
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CLAIMING MY ACCOUNT

1. If you are a new student, you must first claim your account to get access to your MyMC. Go to www.montgomerycollege.edu and click on **Access MyMC**



2. Click on **Claim Your Account**



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3. Enter your **MyMC ID** Username and **M#** (if you don't have this information, call 240-567-5188)



1 Claim Account - Enter your user information

* MyMC ID:

* M#:

M# is 9 characters including the "M"

SUBMIT

* Required field

4. Read and click **Accept** the Information Technology Policy

2 Review and accept terms of use

Acceptable Use of Information Technology Policy (AUP)

Acceptable Use of Information Technology

I. To provide adequate and continuing support of the instructional mission of the College, it is the intent of the Board of Trust technology resources made available by the Board to students, faculty and staff, and any non-College individuals and entities acceptable standards for all users with regard to the use of facilities, equipment and tools, as well as acceptable standards of l apply to the use of information technology resources as well. The ability to use these resources is a Board of Trustees' priorities and available funding. No one can or should assume that because this policy is silent on a particular doing something, that it is then acceptable, condoned, or legal.

II. The College, through policies, procedures, and regulations has already established acceptable uses of College resources. available to all students, faculty and staff regarding such issues as harassment, standards of behavior, plagiarism, conflict of int Trustees' policies and the Montgomery College Student Handbook. There already exist federal, state, and local laws, rules and other unlawful acts. Those same disciplinary actions that apply to the misuse of other resources and behaviors may be applied who request and/or are given access to College-owned and operated information technology resources agree to use those re College and in compliance with Board of Trustees' policies, as well as all applicable laws, procedures, rules and regulations.

III. The President is authorized to establish procedures to implement this policy.

DECLINE

ACCEPT

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5. On "Claim Account- User Details", Click **Next**

3 Claim Account - User Details

Your MyMC ID is: **Username**



Click the Next button to continue configuring your Security Profile and Password for the first time.

NEXT

6. Complete the security questions and click **Submit**

4 Manage security questions



Question 1

 What is your favorite food?
Click on the  button to select a different question.

Answer 1

Re-type Your Answer 1



Question 2

 What is your favorite city?
Click on the  button to select a different question.

Answer 2

Re-type Your Answer 2

Question 3

 What is the name of the first school you attended?
Click on the  button to select a different question.

Answer 3

Re-type Your Answer 3

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7. Create a new password using the “password rules” shown on the screen.
Click **Submit**

5 Create and confirm your new password

* New Password:

Password Strength:

* Re-type Password:

SUBMIT

Password Rules	MyMC ID
Mandatory	
Length: Minimum	8
Length: Maximum	60
Letters: Minimum	2
Letters: Maximum	30
Numbers: Maximum	30
First Name: Disallow first N characters	Yes
Last Name: Disallow first N characters	Yes
Preferred First Name: Disallow first N characters	Yes
Preferred Last Name: Disallow first N characters	Yes
First Name: Disallow reverse or circular shift	Yes
Last Name: Disallow reverse or circular shift	Yes
Preferred First Name: Disallow reverse or circular shift	Yes
Preferred Last Name: Disallow reverse or circular shift	Yes
Identity User ID: Disallow contain	Yes
User ID: Disallow reverse or circular shift	Yes
Valid characters	/!%.)(&^~ []?<>+!:-@#=\$
Conditional rules to be satisfied	3 out of 4
Conditional	
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
Special characters: Minimum	1

8. Click **OK** on the pop up confirming your password reset.

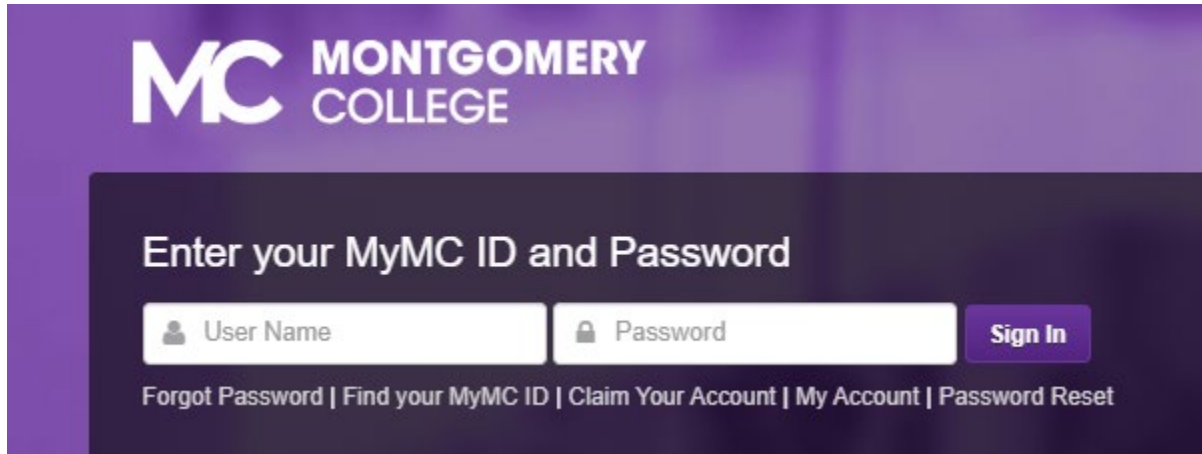
Information

You have successfully reset your password. Press the OK button to view your profile where you can confirm or update your personal phone number and personal email address. Providing this information will allow you to use our SMS password reset tool if you ever forget your password in the future.

OK

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9. **Exit** the screen and click on [Access MYMY](#) and **log in** using your MyMCID and new password.



The screenshot shows the Montgomery College MyMC login interface. At the top left is the MC logo and the text 'MONTGOMERY COLLEGE'. Below this is a dark purple box with the heading 'Enter your MyMC ID and Password'. There are two input fields: 'User Name' with a person icon and 'Password' with a lock icon. To the right of the password field is a purple 'Sign In' button. At the bottom of the box, there are links: 'Forgot Password | Find your MyMC ID | Claim Your Account | My Account | Password Reset'.

To register for classes, follow the steps below in the next document titled “Returning Students Summer Registration and Payment Instructions 2021”

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