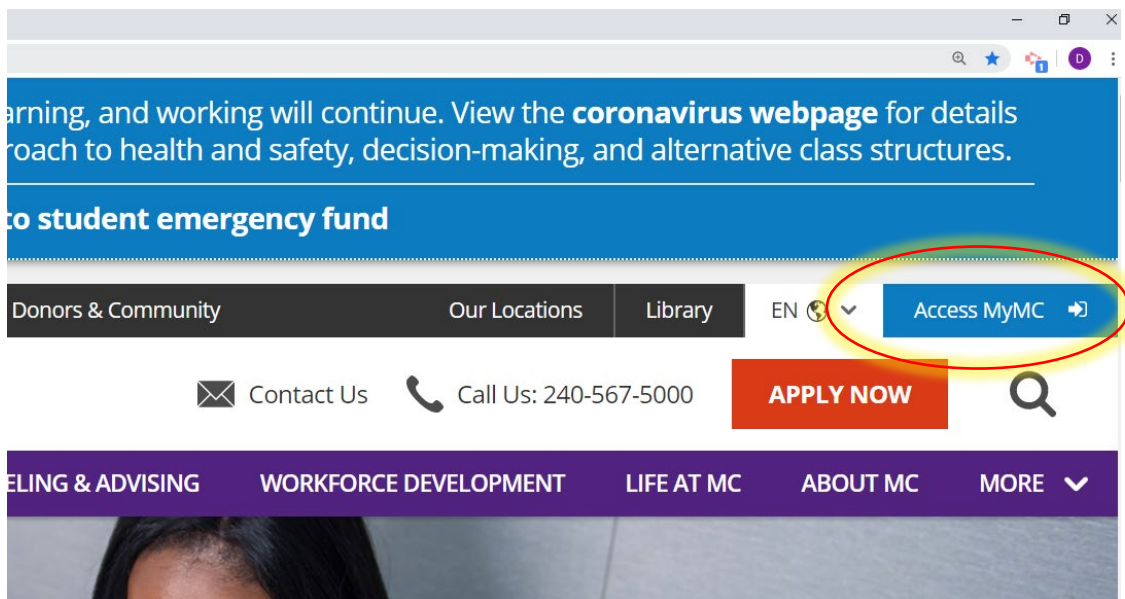
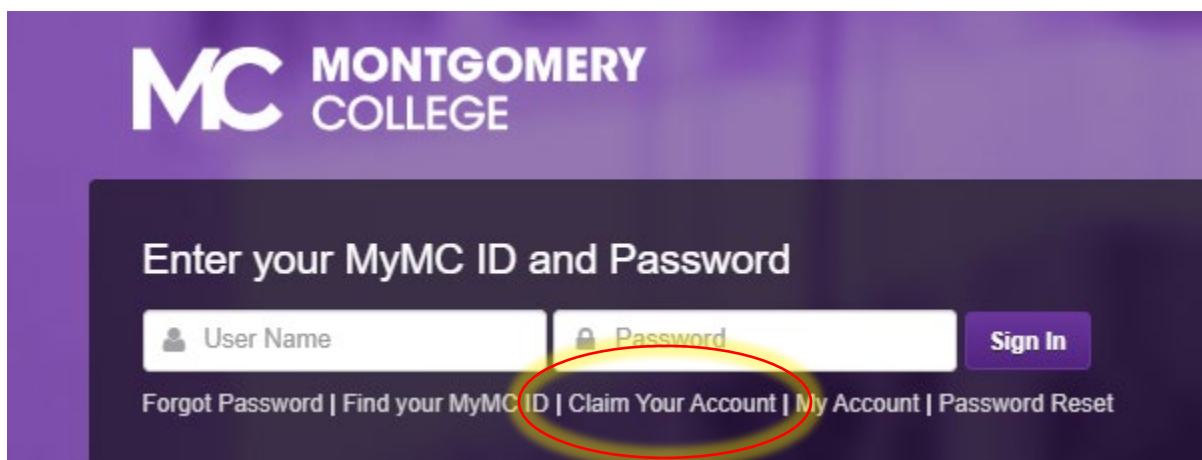


Instructions for Claiming Your account

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**



Instruction for Claiming Your account

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 Trustees to make available 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 conduct. These standards apply to the use of information technology resources as well. The ability to use these resources is a Board of Trustees' priority and available funding. No one can or should assume that because this policy is silent on a particular activity, that it is then acceptable, condoned, or legal.

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

Instruction for Claiming Your account

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

CLEAR ALL

SUBMIT

SHOW ANSWERS

Instruction for Claiming Your account

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

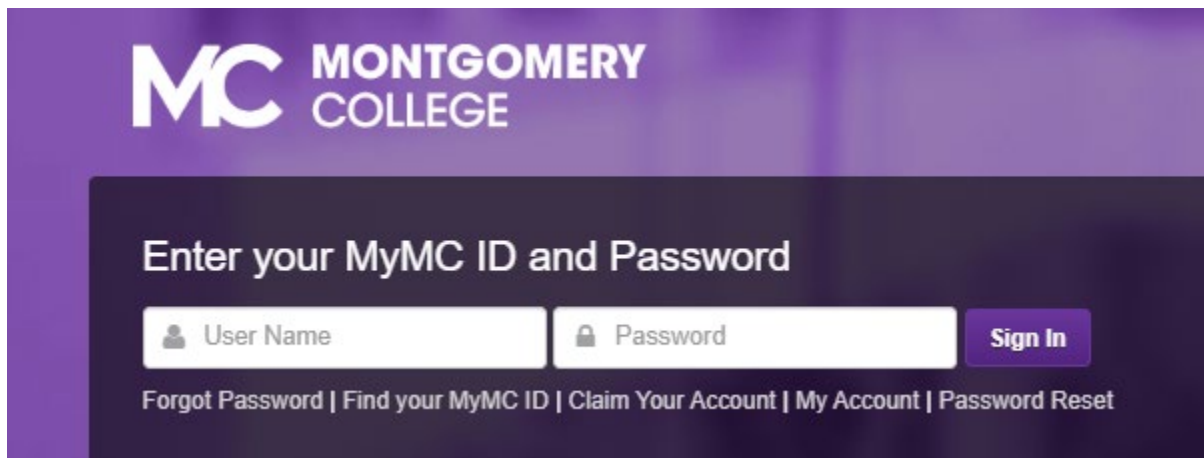
You have successfully reset your password. Press the OK button to view your profile where you can confirm or update your personal phone number and personal email address. Providing this information will allow you to use our SMS password reset tool if you ever forget your password in the future.

OK

Instruction for Claiming Your account

9. **Exit** the screen and go back to Access MYMY (or click the link below) and **log in** using your new password.

<https://mymclogin.glb.montgomerycollege.edu/authenticationendpoint/login.do?commonAuthCallerPath=%252Fcas%252Flogin&forceAuth=false&passiveAuth=false&tenantDomain=carbon.super&sessionDataKey=13c7b7be-f54b-4e1b-979a-70cf8d1c29c3&relyingParty=Luminis5UserPortal&type=cas&sp=Luminis5UserPortal&isSaaSApp=false&authenticators=BasicAuthenticator:LOCAL>



The image shows a login page for Montgomery College. At the top left, there is a logo with the letters 'MC' in a large, bold font, followed by the text 'MONTGOMERY COLLEGE'. Below the logo, the text 'Enter your MyMC ID and Password' is displayed. There are two input fields: one labeled 'User Name' with a person icon and another labeled 'Password' with a lock icon. To the right of these fields is a purple button labeled 'Sign In'. At the bottom of the form, there are several links: 'Forgot Password', 'Find your MyMC ID', 'Claim Your Account', 'My Account', and 'Password Reset'.

If you have any questions, please call us at 240-567-5188