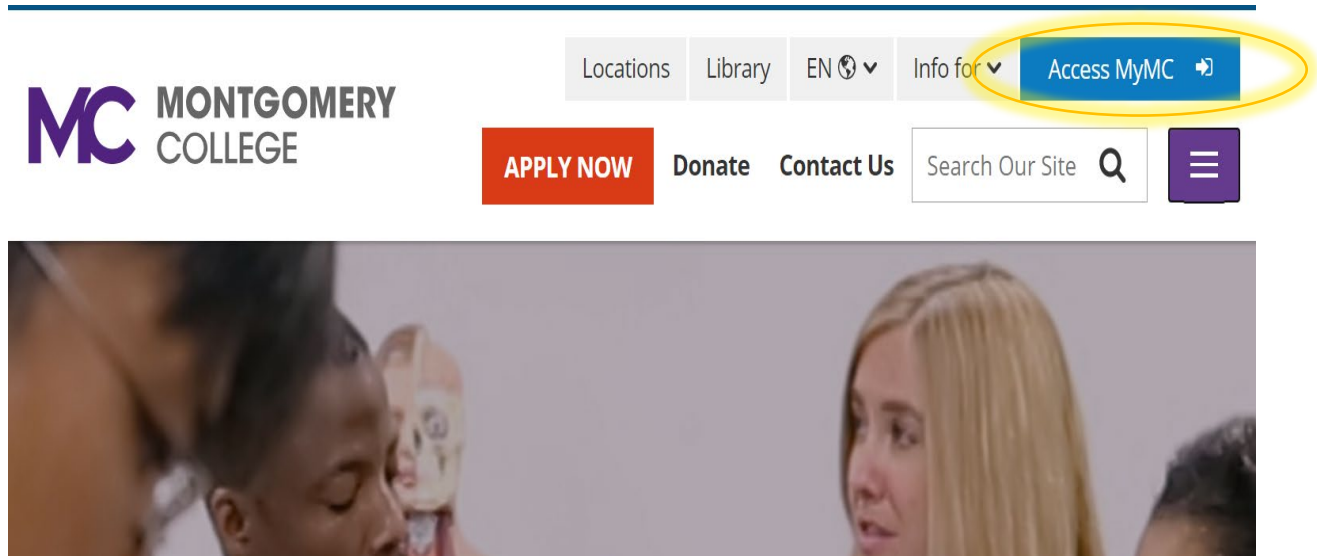


1. Go to www.montgomerycollege.edu Click on [Access MYMC](#).

*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#.

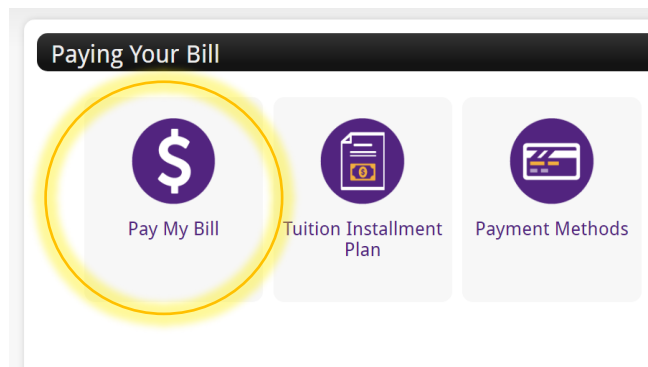


3. Click on **Pay My Bill / Manage Account**


* 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.

 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

- 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.

Spring 2022 | \$610.00

Select input to change payment amount

\$610.00

Payment Total: \$610.00

- 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

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:

Option to Save

Save this payment method for future use

Save payment method as:
(example My CreditCard)

Card Verification Value Example

Card Verification

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



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  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 MyMC website interface. At the top is a dark purple navigation bar 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" with a black header. This section contains two rows of tool icons in light purple boxes. The first row includes: Blackboard (Bb icon), View My Grades (A icon), View My Class Schedule (calendar icon with 15), Schedule an Exam (clock and RRR icon), Change Majors (house with arrow icon), and View Booklists (open book icon). The second row includes: Add or Drop Classes (document with plus/minus icon), Request Transcript (document with dollar sign icon), Degree Audit (magnifying glass icon), Request Enrollment Verification (checkmark icon), and Apply for Graduation (graduation cap icon).