

New student- Create an Account- Register and Pay  
Spring 2022

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:**

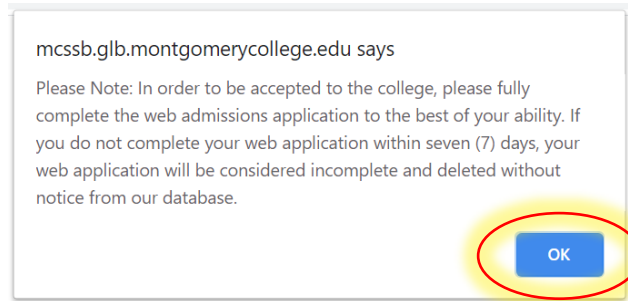
**PIN:**

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:

Login



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

**Application Type:**

Continue

[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

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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) (xxxxxxxxxx**  
**extension):**

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:\***

**Verify e-mail address:\***

**Social Security Number (XXXXXXXX):**

**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**

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian and Pacific Islander

**Birth Date:\*** Month  Day  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:

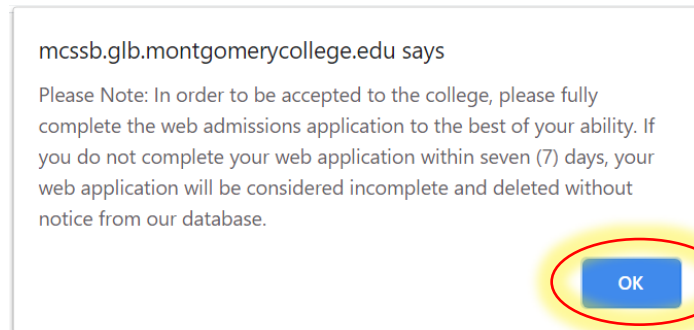
\* - indicates a required field.

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.\*

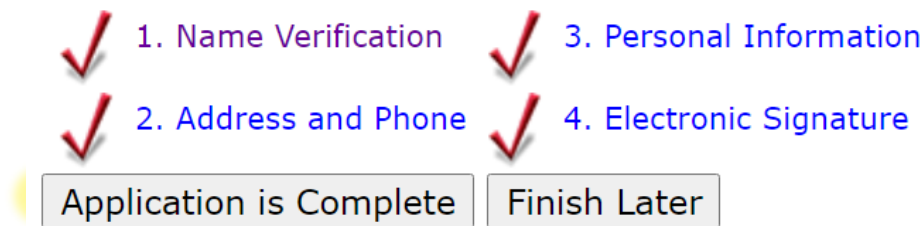
Checklist **Continue** Finish Later

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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"



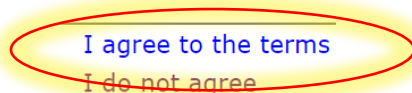
12. Read and click "I agree to the terms"

### 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 s of determining my eligibility for the Altern based on a final semester grade of B or hi**

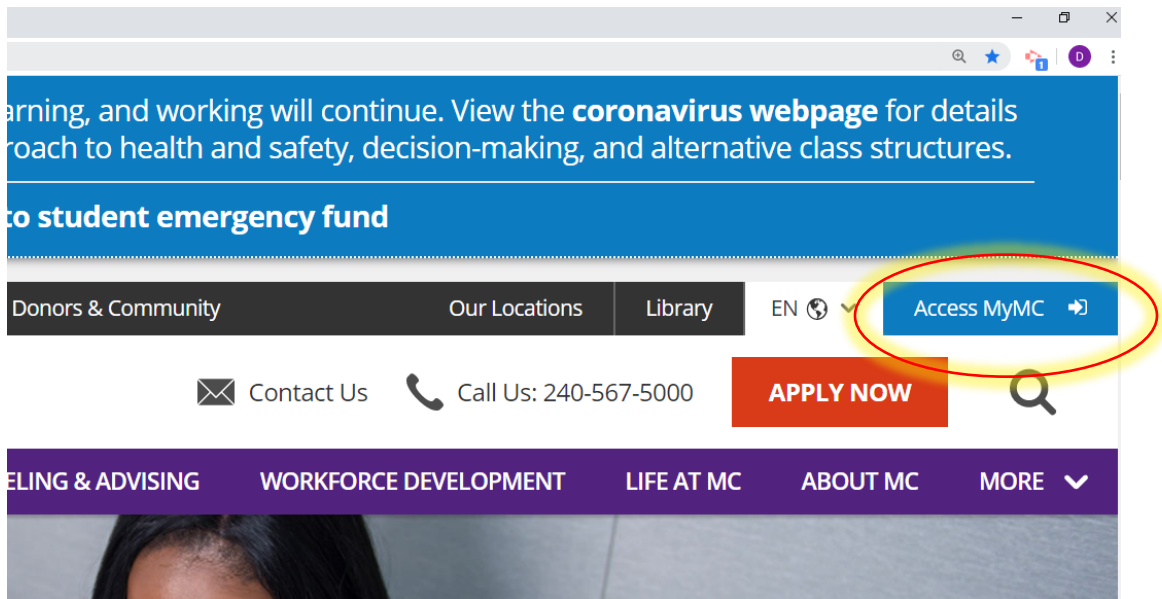


13. You will then receive your M# and MyMC ID: with this information go to your MyMC and [CLAIM YOUR ACCOUNT](#)

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

## **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](http://www.montgomerycollege.edu) and click on **Access MyMC**



2. Click on **Claim Your Account**

A screenshot of the Montgomery College MyMC login page. The page has a purple header with the 'MC MONTGOMERY COLLEGE' logo. Below the header is a dark purple section with the text 'Enter your MyMC ID and Password'. There are two input fields: 'User Name' and 'Password'. A 'Sign In' button is to the right of the 'Password' field. Below the input fields are links for 'Forgot Password', 'Find your MyMC ID', 'Claim Your Account', 'My Account', and 'Password Reset'.

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 I 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 interest 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 resources 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

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



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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
<b>Mandatory</b>	
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
<b>Conditional</b>	
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

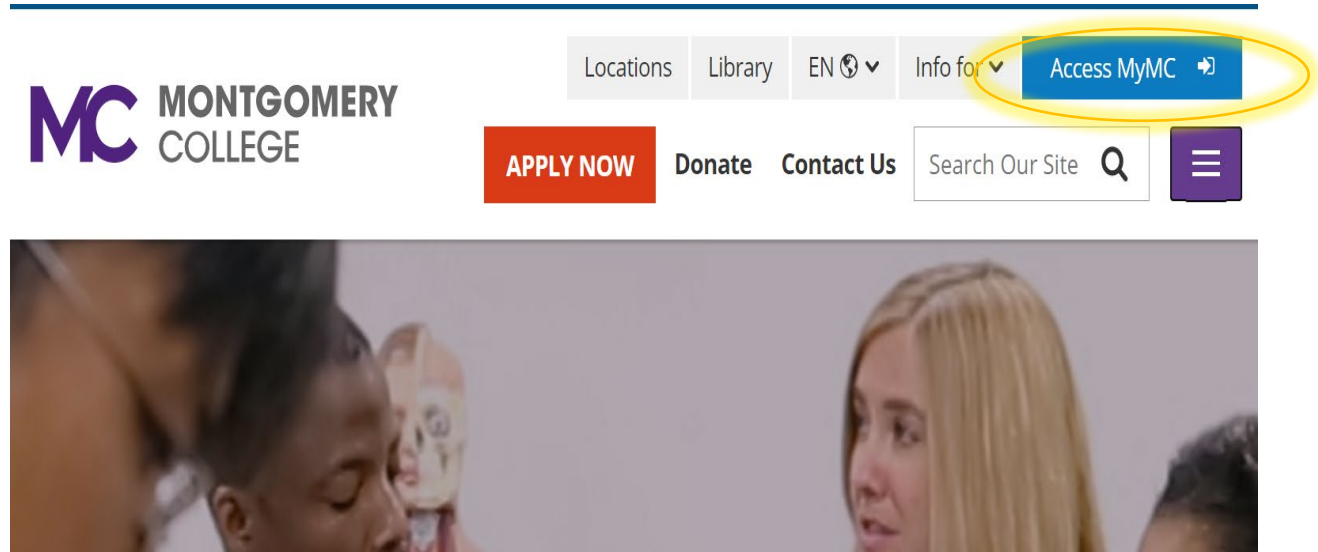
You have successfully reset your password. Press the OK button to view your profile where you can confirm or update your personal phone number and personal email address. Providing this information will allow you to use our SMS password reset tool if you ever forget your password in the future.

**OK**

## **REGISTERING FOR CLASSES**

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

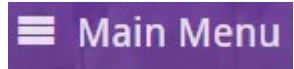
\*Some devices may require you to click on the *menu option* to click on the **Access MyMC** icon.



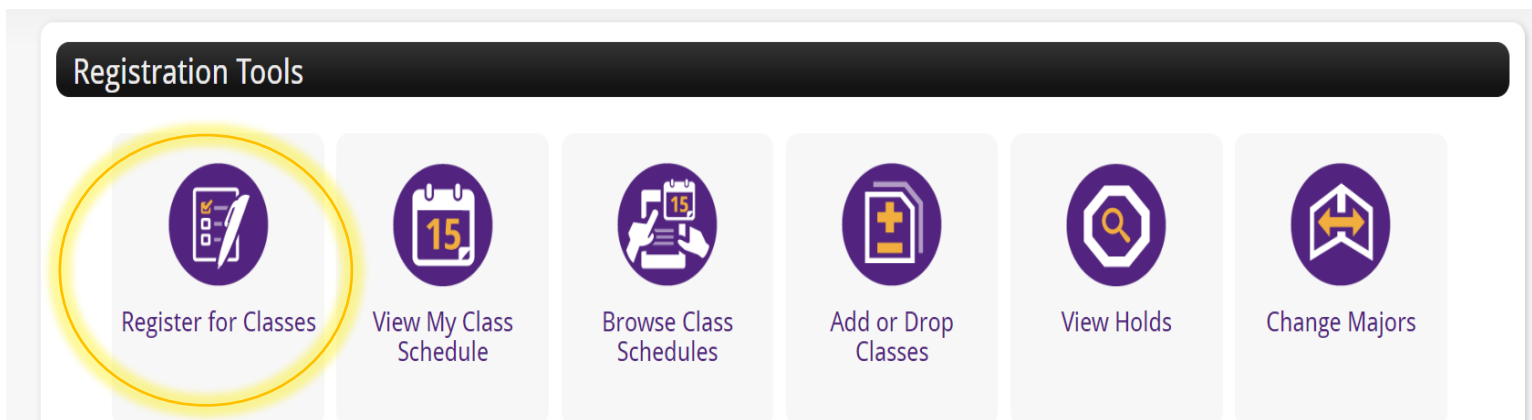
2. Log in using your MyMCID (username) and password.

- 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. Once you are logged in, click on **Registration**  
\*Some devices may require you to click on the *main menu* option to view all the menu icons.



4. Under **Registration Tools**, click on **"Register for Classes"**



5. Select the term and click **SUBMIT**.

**PLEASE NOTE: Spring 2022 = CRN # that starts with a 3 \_ \_ \_ \_**

## Select Term

**Select a Term:**

**Submit**

6. Inside the rectangle below CRNs, type in the CRN number of the class you would like to register for (this should be a 5 digit number). Then click on **Submit Changes**.

**\*Visit [WDCE Schedule](https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html) for updates or click the link below:**

<https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html>

### Add Classes Worksheet

**CRNs**

7. Under Current Schedule, you will see the classes you are currently registered for, click on **Pay for classes and complete registration** (in red at the bottom menu option).

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
Registered Web on Nov. 29, 2021	None ▾	37583	ESL	166	3	Non Credit

Total Credit Hours: 0.000  
Billing Hours: 0.000  
CEU: 6.800

### Add Classes Worksheet

**CRNs**

[ [View Holds](#) | **Pay for classes and complete registration** | ]

8. You will see a summary of the total charges. **Click on Payment** (at the bottom of the screen)

\*Please note: To complete your registration, you must pay for your class.

Total Credit Hours: 0.000

***Tuition and Fees for Spring 2022***

Detail Code	Description	Amount
CEFE	CE Fee	\$90.00
TUCE	CE Tuition	\$520.00
<b>Total Charge:</b>		<b>\$610.00</b>

[ [Payment](#) | [Week at a Glance](#) | [Student](#)

9. 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](#)

10. 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

\$	610.00	Add
----	--------	-----

Select input to change payment  
amount

\$610.00

610.00

Payment Total: \$610.00

Continue

11. 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

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

## Account Information

\* Indicates required fields

\*Card number:

Back

Cancel

Continue

13. 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  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.

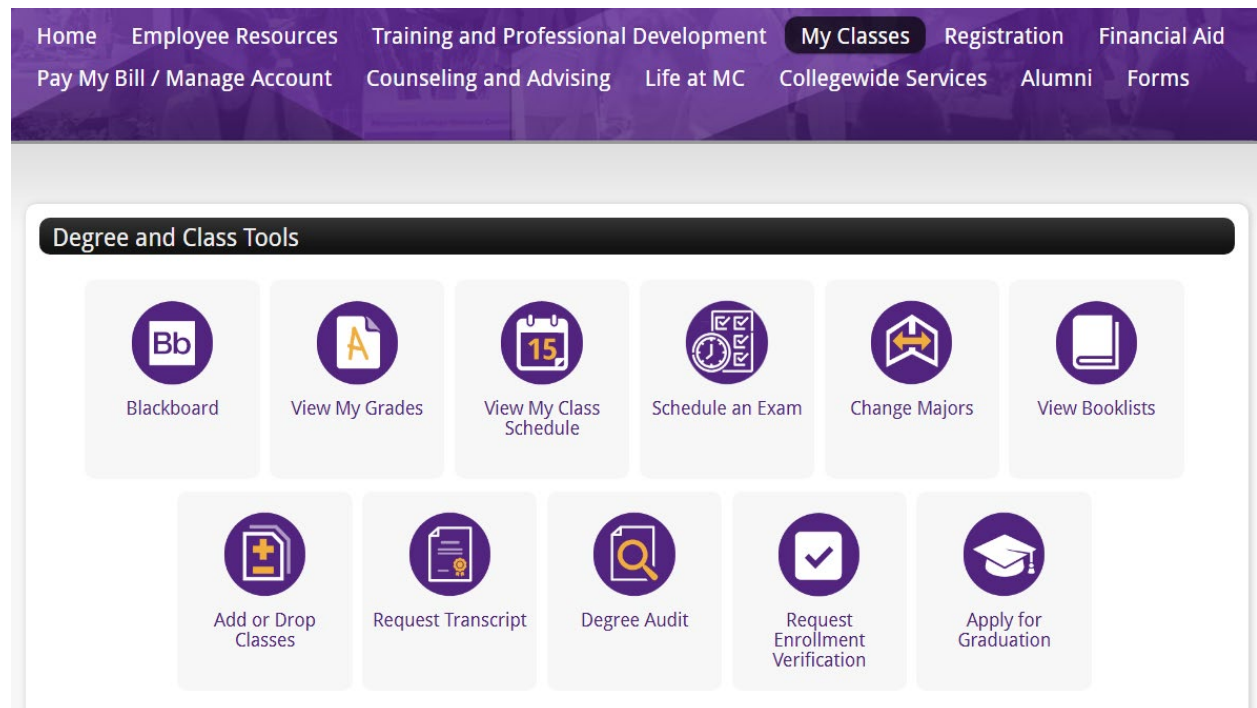


View Booklists












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" which contains a grid of 11 icons and their corresponding labels: Blackboard, View My Grades, View My Class Schedule, Schedule an Exam, Change Majors, View Booklists, Add or Drop Classes, Request Transcript, Degree Audit, Request Enrollment Verification, and Apply for Graduation.

Degree and Class Tools										
										
Blackboard	View My Grades	View My Class Schedule	Schedule an Exam	Change Majors	View Booklists					
										
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