

1. Haga clic en [Registración en línea](#) y siga las instrucciones a continuación. O llame a Servicio al Cliente al **240-567-5188** si necesita ayuda adicional.
2. Haga clic en **+** bajo “Web Registration Instructions for New Students” y clic en **“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. Haga clic en **“First time user account creation”**.

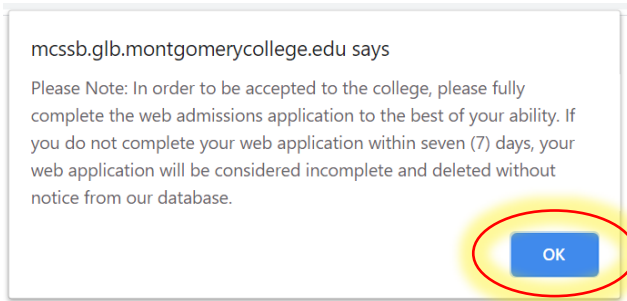
**Login ID:**

**PIN:**

Login

[First time user account creation](#)

4. Lea el texto y haga clic en “OK”.



5. Siga los requisitos para crear un ID y un PIN y haga clic en “Login”.

\*requisitos para crear un ID y PIN:

- Crear ID: puede tener hasta 9 caracteres alfanuméricos, use letras (distingue entre mayúsculas y minúsculas) y números SOLAMENTE.
- ¡No use números de seguro social como su ID!
- Crear un # de PIN: el PIN debe tener 6 números.
- Ingresa su PIN nuevamente para verificarlo.
- Haga clic en el botón Iniciar sesión “Log In” para crear su ID y PIN.

**To create your Login ID and PIN:**

- 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!**
- Create your PIN - **PIN must be 6 numbers.**
- Enter your PIN again to verify it.
- 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. Bajo “Application Type”, por favor seleccione “WD&CE- Workforce Dev & CE” y haga clic en “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)

7. Seleccione el periodo académico de admisión “Admission Term” y complete su información - Luego haga clic en – “Fill Out Application”.

\* - indicates a required field.

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

**Admission Term:\***

**First Name:\***

**Middle Name:**

**Last Name:\***

[Fill Out Application](#)

8. Lea el texto y haga clic en “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.

[OK](#)

9. Complete su información personal haciendo clic en cada una de las 4 categorías que se muestran a continuación.

|                                                                                                        |                                                                                                           |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|  1. Name Verification |  3. Personal Information |
|  2. Address and Phone |  4. Electronic Signature |

|                         |              |
|-------------------------|--------------|
| Application is Complete | Finish Later |
|-------------------------|--------------|

1. Verificación de nombre: complete su información y haga clic en “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

|           |          |              |
|-----------|----------|--------------|
| Checklist | Continue | Finish Later |
|-----------|----------|--------------|

[Return to Checklist without saving changes](#)

2. Dirección y teléfono: complete su información y haga clic en “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)-(xxxxxxxxxxxx) (xxxxxxxxxx**  
**extension):**  -

|           |          |              |
|-----------|----------|--------------|
| Checklist | Continue | Finish Later |
|-----------|----------|--------------|

3. Información personal: complete su información y haga clic en “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)

4. Firma electrónica: asegúrese de completar la firma electrónica  
escribiendo su nombre dentro del cuadro y haga clic en “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.\*

[Return to Checklist without saving changes](#)

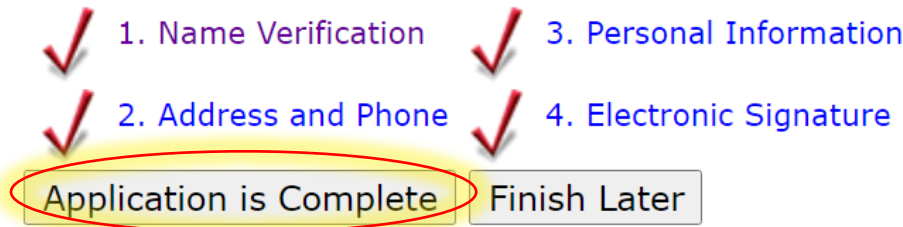
10. Lea el texto y haga clic en “OK”.

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.

OK

11. Una vez que todas las secciones estén completas, debería ver una marca de verificación en cada categoría, como se muestra a continuación: Haga clic en **"Application is Complete"**.



12. Lea el texto y haga clic en **"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 hiq**

[I agree to the terms](#)

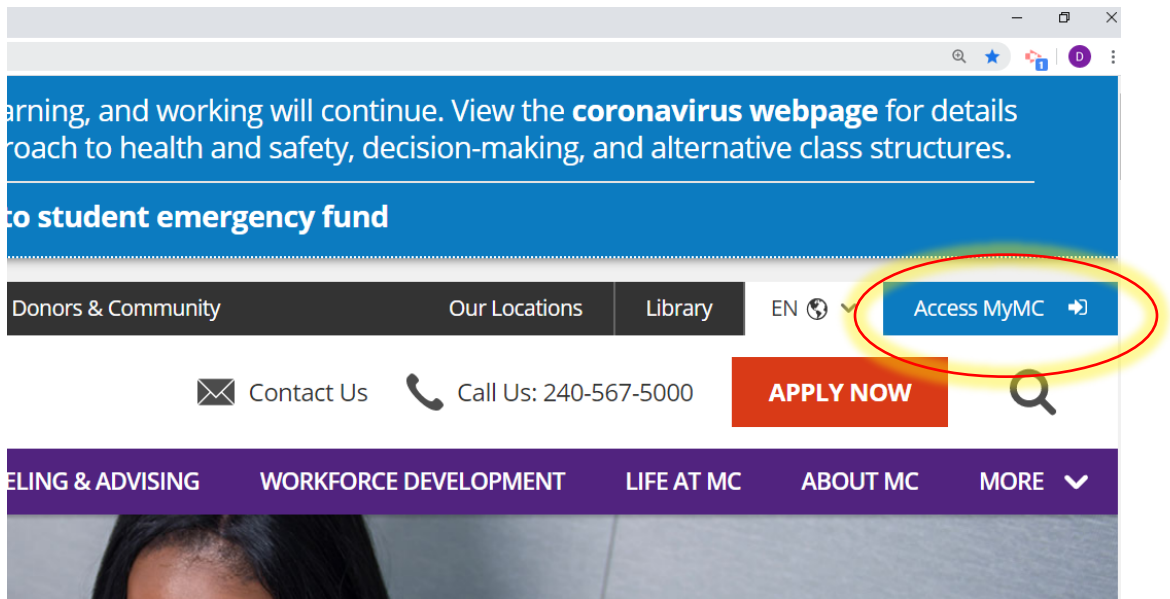
[I do not agree](#)

13. Luego recibirá su M# y su "MyMC ID". Su cuenta será verificada dentro de 24 horas. Después de 24 horas, por favor siga las siguientes instrucciones para solicitar su cuenta.

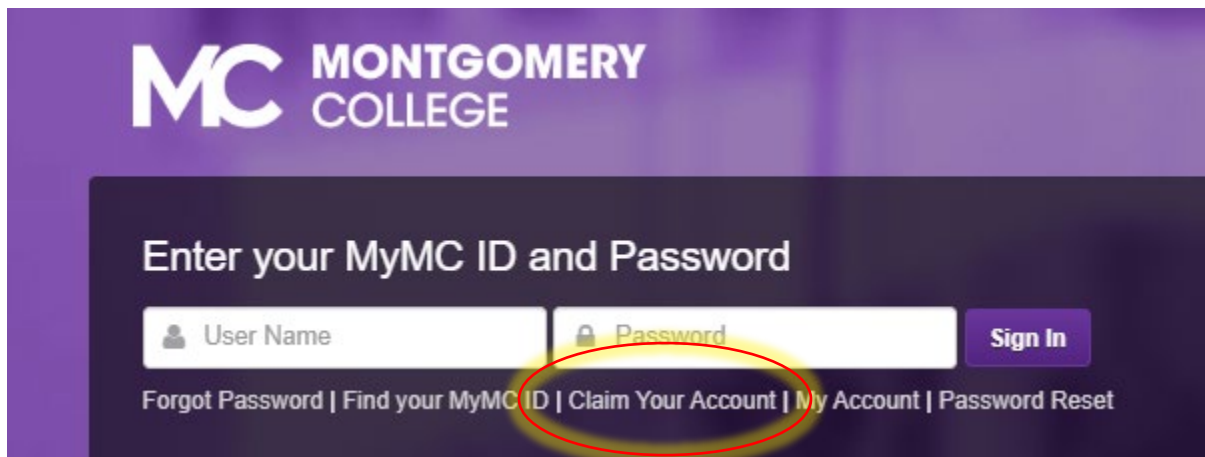
**\* Si necesita ayuda para crear su cuenta o recibe una notificación de "PUSHERR Problem", llámenos al 240-567-5188.**

## Solicitar Su Cuenta “Claim Your Account”

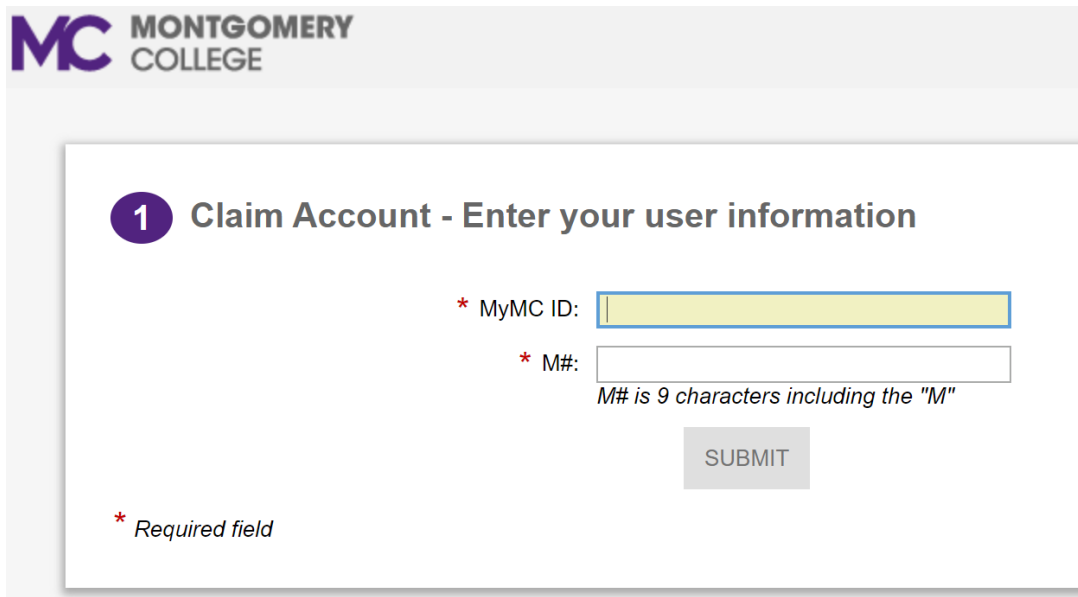
1. Si es un estudiante nuevo, primero debe solicitar su cuenta para tener acceso a su cuenta de MyMC. Vaya a <http://www.montgomerycollege.edu> y haga clic en “Access MyMC”.



2. Haga clic en “Claim Your Account”.



3. Ingrese su nombre de usuario de MyMC ID y M# (si no tiene esta información, llame al 240-567-5188).



The screenshot shows the Montgomery College logo at the top left. Below it, a purple circle with the number '1' is followed by the heading 'Claim Account - Enter your user information'. There are two input fields: the first is labeled '\* MyMC ID:' and the second is labeled '\* M#:' with a note below it stating 'M# is 9 characters including the "M"'. A 'SUBMIT' button is located below the M# field. At the bottom left, there is a note '\* Required field'.

4. Lea el texto sobre la política de información tecnológica y haga clic en "Accept".

## 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 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 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. En “Claim Account- User Details”, haga clic en “**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 las preguntas de seguridad y haga clic en “**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

7. Cree una nueva contraseña utilizando las "reglas de contraseña" que se muestran en la pantalla. Luego haga clic en **"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. Haga clic en **"OK"** en la ventana de información para confirmar el restablecimiento de su contraseña.

## Information

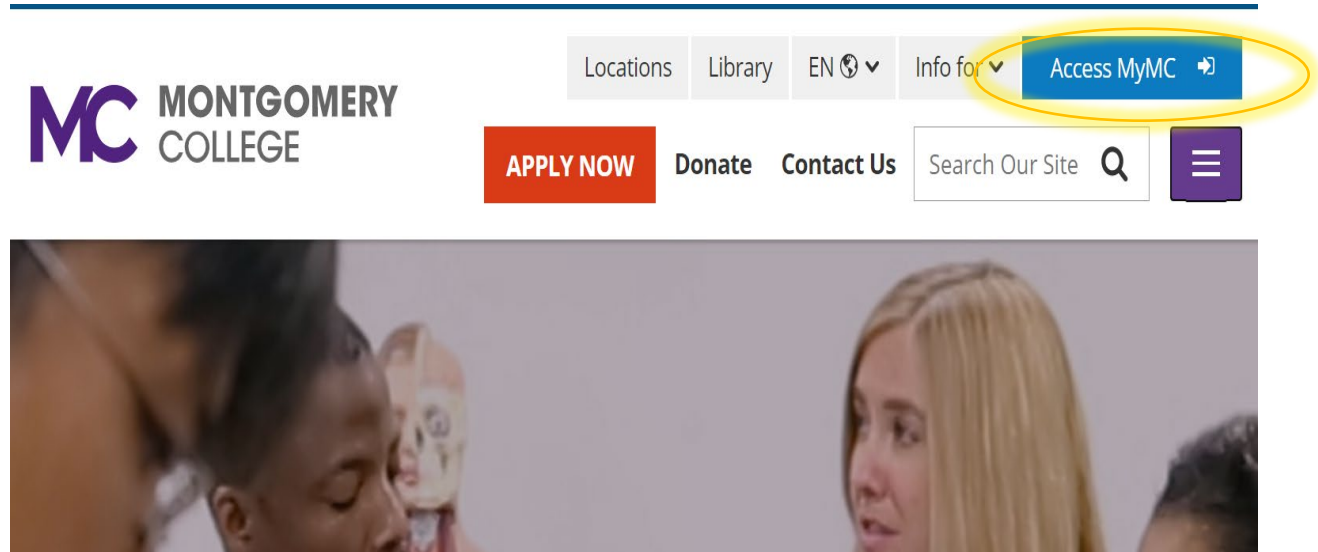
You have successfully reset your password. Press the OK button to view your profile where you can confirm or update your personal phone number and personal email address. Providing this information will allow you to use our SMS password reset tool if you ever forget your password in the future.

**OK**

## **PARA INSCRIBIRSE EN LAS CLASES**

1. Ir a [www.montgomerycollege.edu](http://www.montgomerycollege.edu) y haga clic en [Access MYMC](#).

Algunos dispositivos pueden requerir que haga clic en la opción de menú para ver todas las opciones del menú.

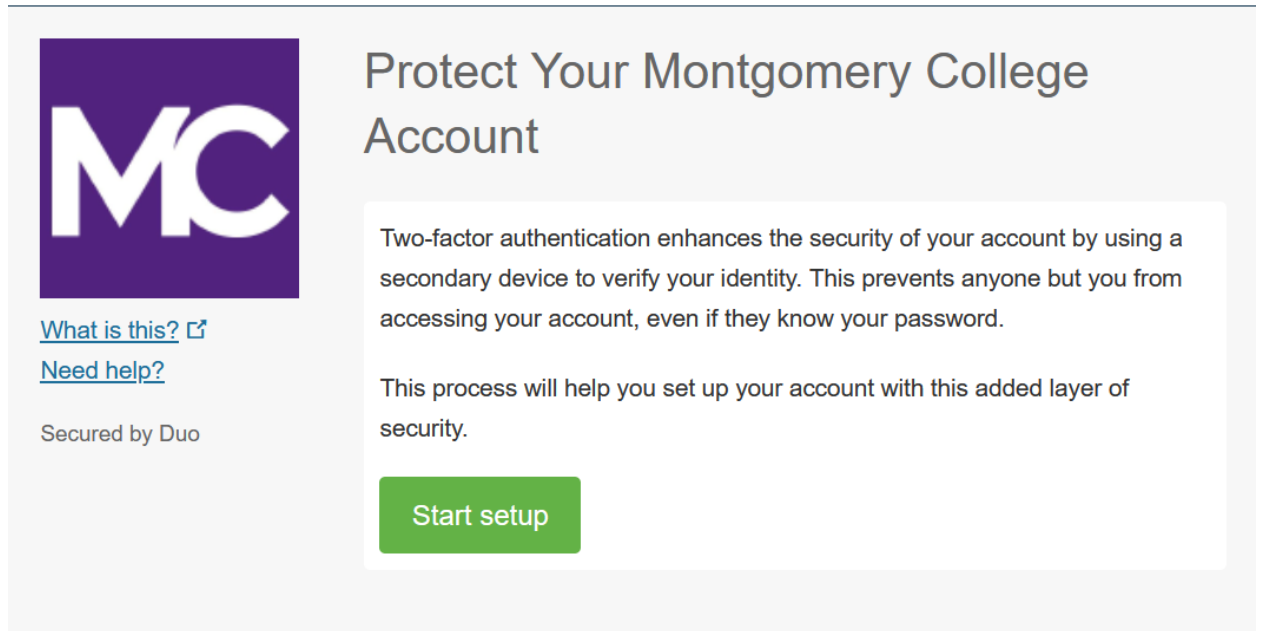


2. Ingrese a su cuenta de MyMC utilizando su MyMCID (nombre de usuario) y contraseña.

- Si no sabe su MyMCID (nombre de usuario), haga clic en ["Find Your MyMC ID"](#). Necesitará su M#. Para obtener su M# llame al 240-567-5188
- Si no conoce su contraseña, haga clic en ["Restablecer contraseña"](#) o ["password reset"](#). Necesitará su nombre de usuario y M#.



3. Configure su **DUO MOBILE PUSH** de autenticación de 2 factores siguiendo los pasos indicados en su computadora. Nota: tendrá que descargar la aplicación gratuita **DUO Mobile** en tu dispositivo móvil para continuar. Si necesita ayuda adicional con este paso, llame a nuestros técnicos informáticos al 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.

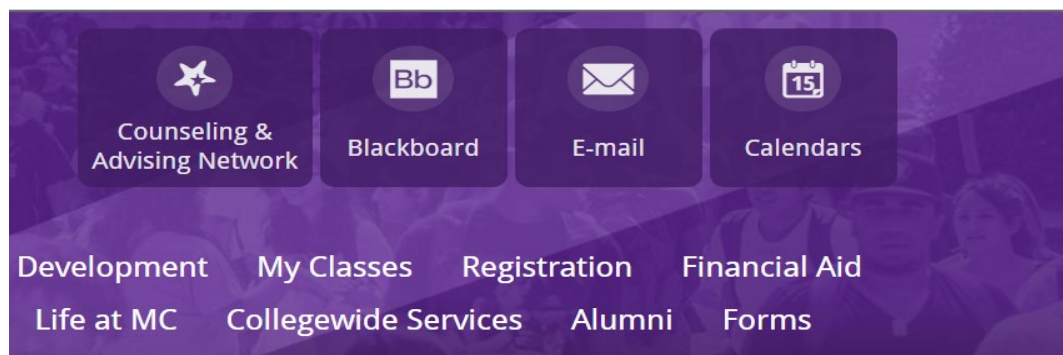
[What is this?](#) [Need help?](#)

Secured by Duo

**Start setup**

4. Una vez que haya ingresado a su cuenta, haga clic en **“Registration”**  
\* Algunos dispositivos pueden requerir que haga clic en la opción de “main menu” para ver toda las opciones del menú.

 **Main Menu**

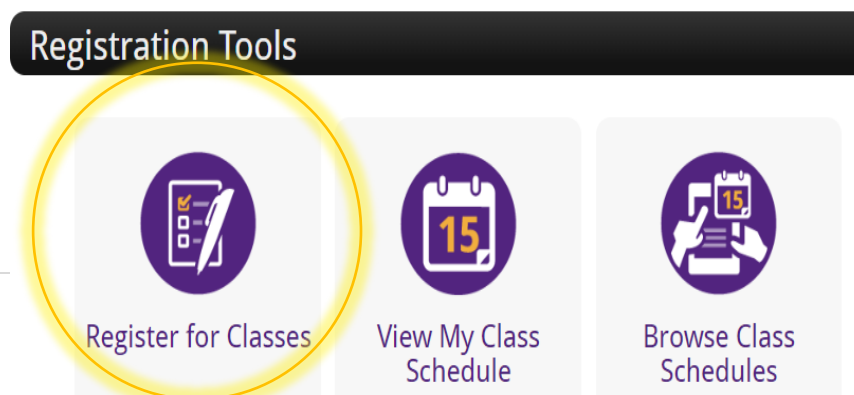


Counseling & Advising Network   Blackboard   E-mail   Calendars

Development   My Classes   Registration   Financial Aid

Life at MC   Collegewide Services   Alumni   Forms

5. Bajo la opción de **“Registration Tools”**, haga clic en **“Register for Classes”**



**Registration Tools**

**Register for Classes**   View My Class Schedule   Browse Class Schedules

6. Seleccione el periodo académico, “term” y haga clic en **“SUBMIT”**.  
Periodo académico ejemplo: otoño (Fall), primavera (Spring), verano I o II (Summer).  
Nota: Verano I = CRN empieza con 4 \_ \_ \_ \_  
Verano II = CRN empieza con 1 \_ \_ \_ \_

### Select Term

Select a Term: Ex: Fall, Spring, Summer I or II ▼

Submit

7. Dentro del rectángulo debajo de **“CRNs”**, escriba el número de CRN de la clase en la que le gustaría registrarse (debería ser un número de 5 dígitos). Luego haga clic en **“Submit Changes”**.

**\*Visite [El Catalogo de WDCE](https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html) para obtener actualizaciones de las clases ofrecidas.**

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

### Add Classes Worksheet

**CRNs**

Submit Changes Class Search Reset

8. Bajo **“Current Schedule”** verá las clases en la que está inscrito actualmente, haga clic en **“Pay for classes and complete registration”** (ubicada en letras rojas en la opción del menú inferior).

### Current Schedule

| Status                            | Action | CRN   | Subj | Crse | Sec | Level      |
|-----------------------------------|--------|-------|------|------|-----|------------|
| Registered Counter on Apr 05,2022 |        | 17055 | ESL  | 320  | 2   | Non Credit |
| Total Credit Hours: 0.000         |        |       |      |      |     |            |
| Billing Hours: 0.000              |        |       |      |      |     |            |
| CEU: 6.800                        |        |       |      |      |     |            |
| Minimum Hours: 0.000              |        |       |      |      |     |            |

### Add Classes Worksheet

**CRNs**

Submit Changes Class Search Reset

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

9. Verá un resumen de los cargos totales. Haga clic en **“Payment”** (ubicada en la parte inferior de la pantalla).

\*Tenga en cuenta: Para completar su registración, debe pagar por su clase.

Total Credit Hours: 0.000

***Tuition and Fees for Current Term***

| 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](#)

- 10.Será redirigido a otra ventana para realizar su pago. Haga clic en el botón verde; **“Make Payment”**.



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](#)

11. Haga clic en "Add" y clic en "Continue".

## Pay By Term

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

Fall 2022 \$610.00

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

Select input to change payment amount

\$610.00

|        |
|--------|
| 610.00 |
|--------|

Payment Total: \$610.00

Continue

12. Haga clic en "Select Method", y seleccione "Credit or Debit Card" y luego haga clic en "Continue".

Amount \$610.00

Method

Credit or Debit Card

Select Method

**Saved Payment Methods**

**Other Payment Methods**

Credit or Debit Card

Back

Cancel

Continue

13. Complete la información con su número de tarjeta de crédito y haga clic en "Continue".

## Account Information

\* Indicates required fields

\*Card number:

Back

Cancel

Continue

14. Complete el resto de la información requerida de su tarjeta de crédito y haga clic en "Continue".



Amount



Method



Confirmation



Receipt

Amount \$95.00

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

Envíe su pago e imprima su recibo.

Si tiene alguna pregunta o necesita ayuda adicional, llame al:

240-567-5188



## Utilicé Su Cuenta:

Ahora que puede ingresar a su cuenta de MyMC, tenga en cuenta estas otras herramientas disponibles.

Al hacer clic en "My Classes", ubicada en la parte superior de la página, puede:

1. Vea su horario de clases y ver el nombre y el correo electrónico de su instructor.

Haga clic en el sobre  para enviar un correo electrónico a su instructor.



View My Class Schedule

2. Vea la lista de libros para ver si se requieren libros de texto. Use su M# y seleccione el término para ver la lista de libros.



View Booklists

3. Agregue o elimine cursos (antes de la fecha de inicio). Para abandonar cursos después de la fecha de inicio, complete y envíe el siguiente formulario [WDCE Drop Form](#).



Add or Drop Classes

[Home](#) [Employee Resources](#) [Training and Professional Development](#) [My Classes](#) [Registration](#) [Financial Aid](#)  
[Pay My Bill / Manage Account](#) [Counseling and Advising](#) [Life at MC](#) [Collegewide Services](#) [Alumni](#) [Forms](#)

Degree and Class Tools

  
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

  
Apply for Graduation