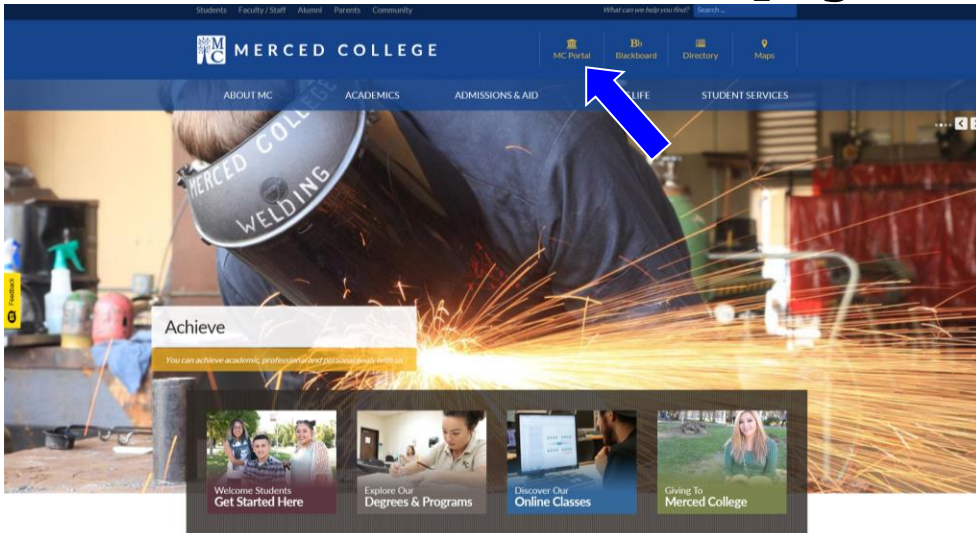
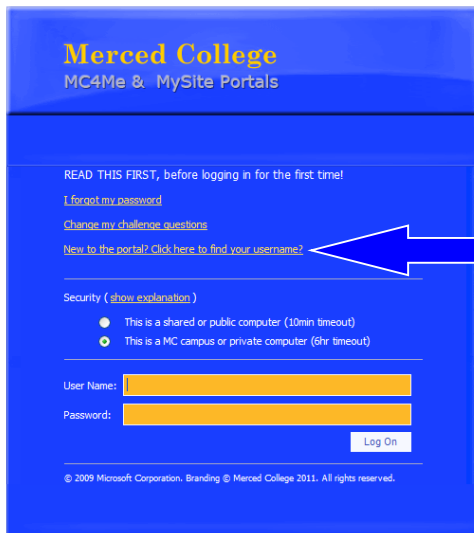


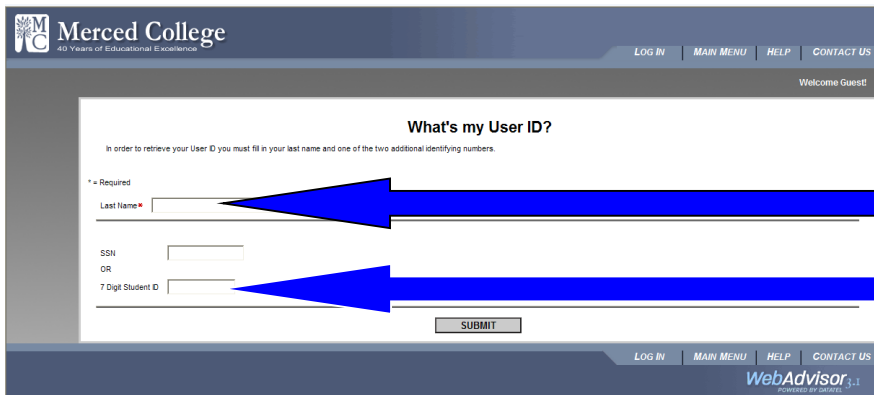
How To setup your Portal



Step 1 Log on to www.mccd.edu and click on **MC Portal**



Step 2 Click on: "New to portal? Click here find your username"



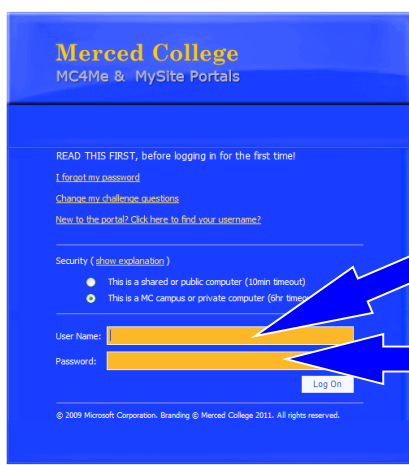
Step 3 Enter last name

Merced College 7 digit ID number.



Step 4 Your username will display

Important, close this screen after you copy your username so that you may log onto the MC4Me Portal screen.



Step 5 Enter username from Step 4

Enter your temporary password which is your 6 digit date of birth.

For example, if you were born on May 14, 1992, you would type your 6 digit DOB as 051492 (**MMDDYY**).



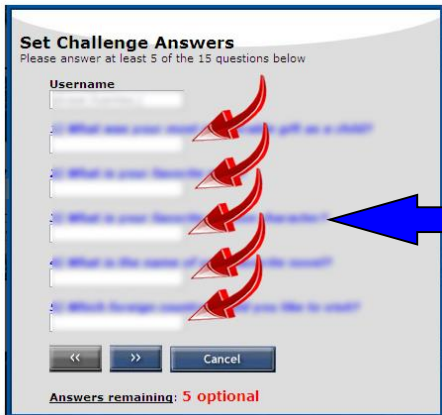
Step 6

Now, create your strong personal password. Your new password must be at least 8 characters long.

It must contain :

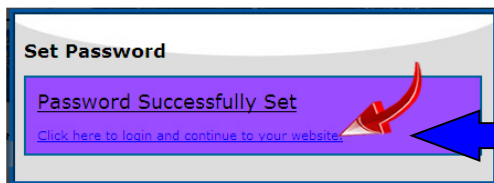
- one capital letter (example: ABCDEF)
- one lower case letter (example: abcdef)
- special character (example: !@#\$%^&*)
- one digit (example: 123456)

Example of a password: Mcbblue\$1



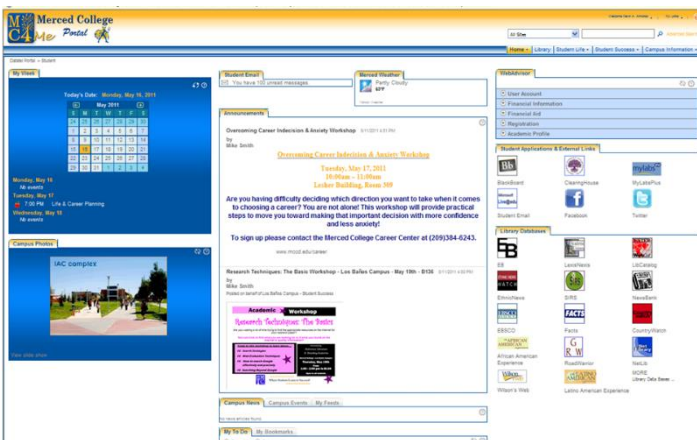
Step 7

You will then select 5 out of 15 security questions. Make sure you write down your username, new password, and the answers to your security questions. You will need them in the future.



Step 8

You have now successfully set your student portal.



This is your student portal which you will use to register for classes.