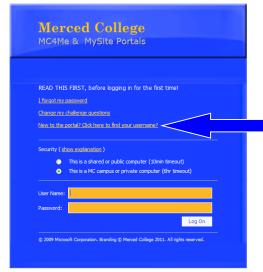
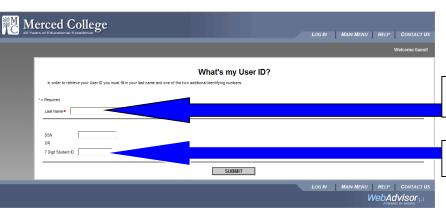
**How To setup your Portal** 



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.

Merced College

Main Menu Help Con

Westcon

Here's Your User ID

User Name: robert characteristic.

Main Menu Help Con

Westcon

WebAdvis.

**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.

## Merced College MC4Me & MySite Portals READ THIS FIRST, before bogging in for the first time! Lincost my assessed Chance my challence a sestion New In the portal? Click here to find your username? Security ( down assistantsos ) Their is a Mc computer (10mn timeout) Their is a Mc computer or private computer (10m timeout) User Name: Password: Log On







## 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: Mcblue\$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.