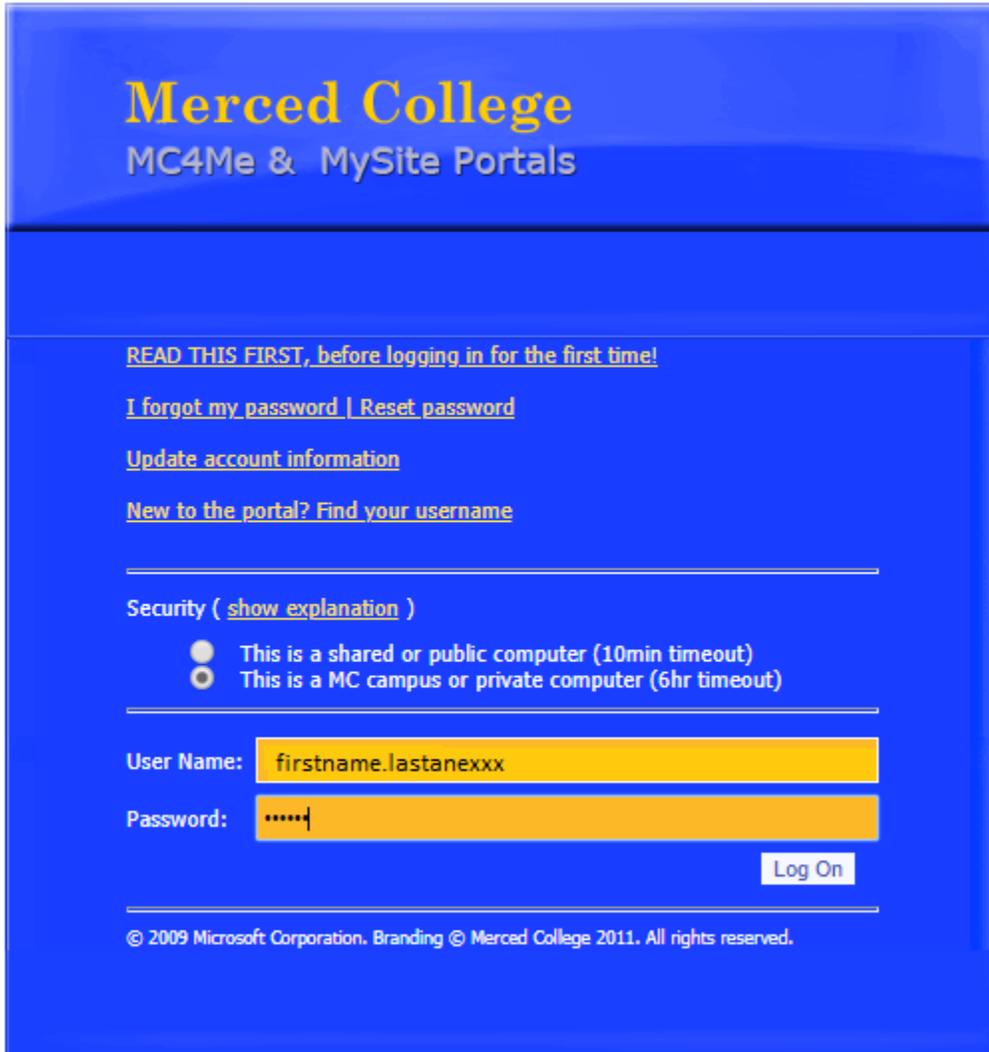


How to log in to MC Portal and establish security

1. Go to MC Portal, type your username and temporary password (your DOB) and click log on.



Merced College
MC4Me & MySite Portals

[READ THIS FIRST, before logging in for the first time!](#)

[I forgot my password | Reset password](#)

[Update account information](#)

[New to the portal? Find your username](#)

Security ([show explanation](#))

- This is a shared or public computer (10min timeout)
- This is a MC campus or private computer (6hr timeout)

User Name:

Password:

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2. You just need to click continue in this screen (do not change the username).

SET PASSWORD

Please provide your username below then click the 'Continue' button

New Password Insufficiently Complex

Your new password must satisfy the following rules:

- *Must be at least 8 characters long* ✘
- *Must have at least 1 lowercase character* ✘
- *Must have at least 1 uppercase character* ✘
- *Must have at least 1 numeric character* ✘
- *Must have at least 1 special character* ✘

Username

3. The system will invite you to write a new password. Follow the instructions and click continue.

SET PASSWORD

Please provide your new password, confirm it then click the 'Continue' button

Password Complexity Rules

Your new password must satisfy the following rules:

- *Must be at least 8 characters long* ✓
- *Must have at least 1 lowercase character* ✓
- *Must have at least 1 uppercase character* ✓
- *Must have at least 1 numeric character* ✓
- *Must have at least 1 special character* ✓

Username

New Password

Confirm Password

4. Click continue to logging in.

SET PASSWORD

Password Successfully Set

[Continue logging in](#)

5. Enroll your phone number and click continue.

ENROLLMENT - MOBILE PHONE

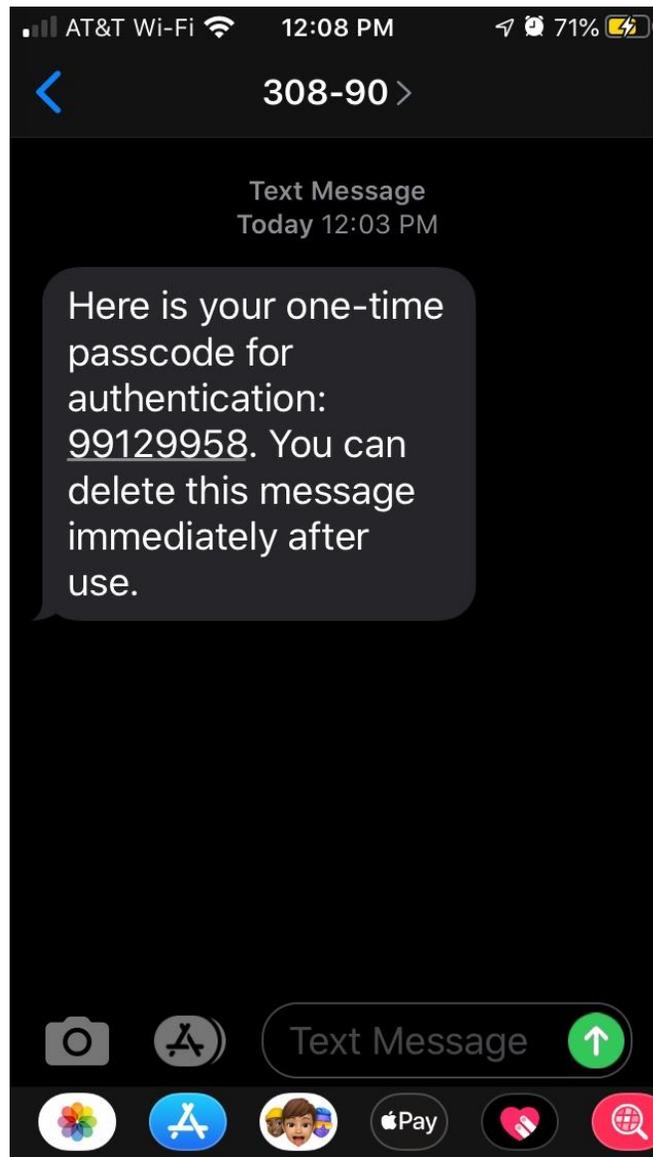
Please enter your current password and your phone number to enroll. You may also be prompted to select a mobile phone carrier from a drop-down list. A test message will be sent immediately for confirmation. You can skip this enrollment but you will be asked to enroll again during your next login.

To **permanently** suppress reminders for this authentication type, check the box below before skipping. You can always enroll from the Account Management page.

Username	<input type="text" value="firstname.lastnamexxx"/>
Password	<input type="password" value="••••••••"/>
Country	<input type="text" value="United States"/>
Phone Number	<input type="text" value="209 555 5555"/>

Permanently Suppress Reminders

6. Go to your phone, and you will find an SMS message with a number.



7. Go back to the website (MC Portal) and type the number you got from your phone and click continue.

END-USER SELF SERVICE

A One Time Passcode (OTP) has been sent to your phone. It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

Username

One Time Passcode

[Problems with the OTP?](#)

8. Next you will get a confirmation stating that the action was successful, meaning that you have successfully enrolled your phone for security.

END-USER SELF SERVICE

Self-Service Action Successful

[Try to continue logging in](#)

9. Congratulations, you are in your MC Portal.

The screenshot shows a web browser window displaying the Merced College MC4Me Portal. The browser's address bar shows the URL <https://mc4me.mccd.edu/student/Pages/default.aspx>. The page header includes the Merced College logo and the text "MERCED COLLEGE MC4ME PORTAL". The user's name, "Eduardo Alvear", is visible in the top right corner. A navigation menu below the header lists various categories: MC4Me Portal, Campus Information, Home, College Council, Institutional Governance, Employee Resources, Library, Student Life, and Student Success. The main content area is divided into several sections:

- My Week:** A calendar for April 2020 showing the current date as Wednesday, April 08, 2020. The calendar grid highlights the 8th of April.
- Student Email:** A section titled "Sign in to your student email here. Use your MC4Me Portal login. For example:" with the following details:
 - Username: jane.smith@campus.mccd.edu
 - Password: Password: *****
 - TIP #1: Replace *jane.smith* with your actual username
 - TIP #2: Use the same password you used to login to the Portal just now.
 - A video thumbnail titled "Video: How to forward your campus.mccd.edu email to your personal email".
 - A note: "SkyDrive - No longer managed by MCCD."
- Important Announcements:** A section with a thumbs-up icon and text: "Are you experiencing issues registering for classes or developing your Student Ed Plan (using WebAdvisor)? Please make sure to:" followed by a list of instructions:
 - Refresh your browser
 - Clear browser history, cookies & cache
 - Use a modern browser (Internet Explorer 9+, FireFox 28+, or Chrome 33+)
- WebAdvisor:** A section with a thumbs-up icon and a list of links:
 - WebAdvisor for Students
 - WebAdvisor for Employees
 - Student Applications & External Links
- Useful Links:** A section at the bottom with several icons.

Given that the password for your email is the same as the password for your MC Portal, the password for your MC Portal will become the password for your email.

The username for your email will be different, for you will need to add @campus.mccd.edu after the username.

Example:

Username for MC Portal and Canvas: **firstname.lastnamexxxx**

Username for email: **firstname.lastnamexxxx@campus.mccd.edu**

Go to **www.office.com** to log onto your email.