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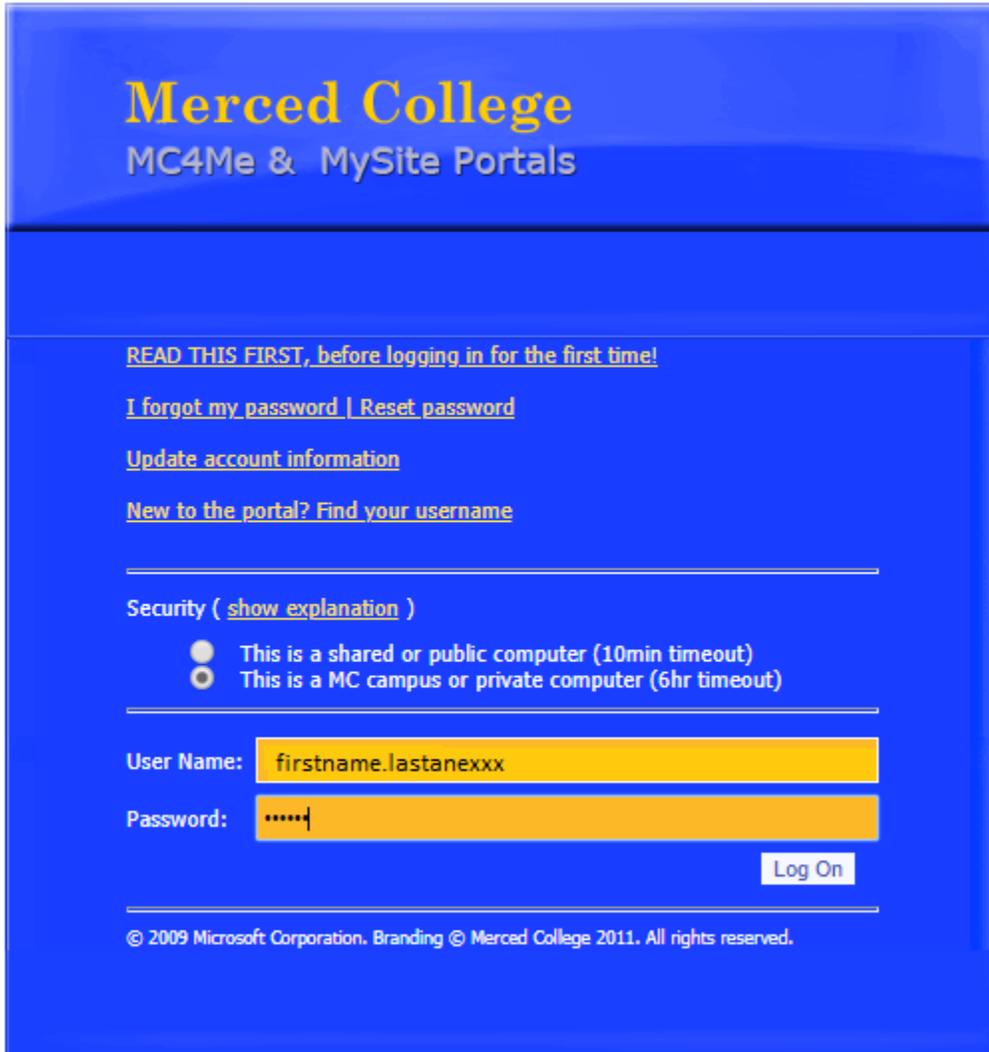
1. Go to MC Portal, type your username and temporary password (your DOB) and click log on.

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   firstname.lastname

Continue	Cancel

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   firstname.lastnamexxx

New Password   ••••••••••••••••

Confirm Password ••••••••••••••••

Continue	Cancel

4. Click continue to logging in.

SET PASSWORD

Password Successfully Set

Continue logging in

5. Enroll your phone number and click continue.
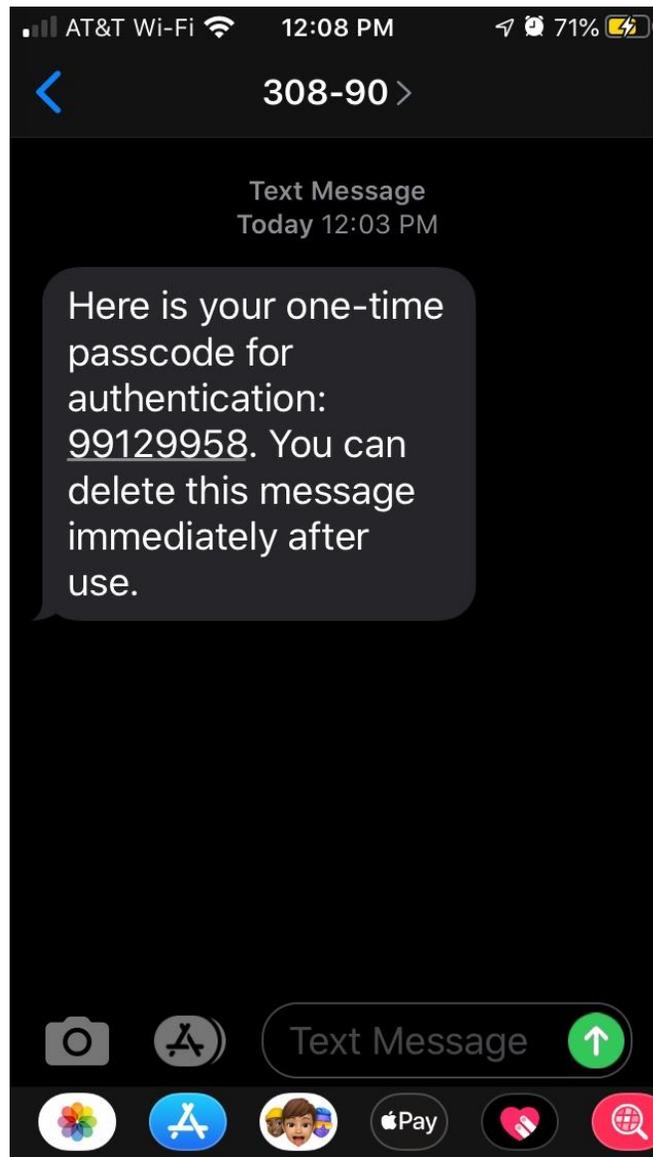
ENROLLMENT - MOBILE PHONE

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	firstname.lastnamexxx
Password	••••••••••
Country	United States ▾
Phone Number	209 555 5555

☐ **Permanently Suppress Reminders**

Continue	Skip

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 firstname.lastnamexxx

One Time Passcode 99129758

Problems with the OTP?

Continue   Cancel

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.

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.lastnamexxx**

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

Go to www.office.com to log unto your email.