



Merced College Portal

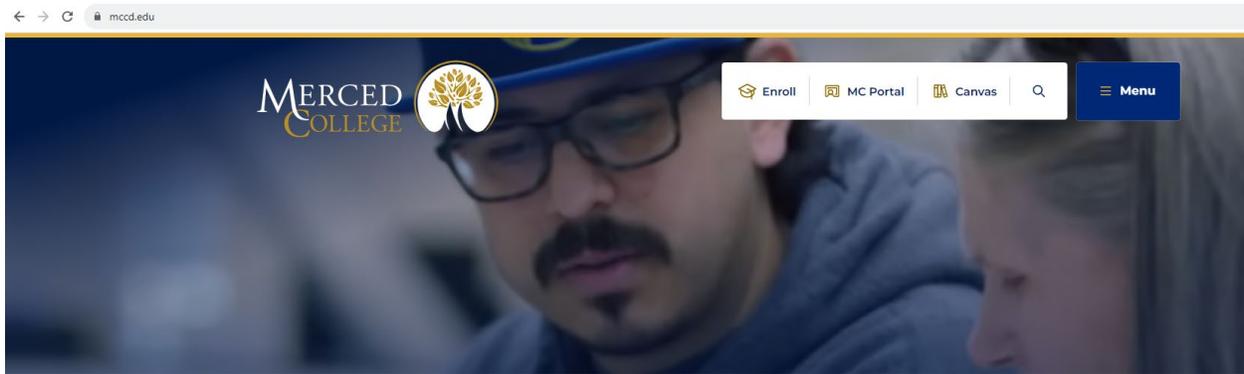
3600 M Street
Merced, CA 95348-2898
www.mccd.edu

Table of Contents

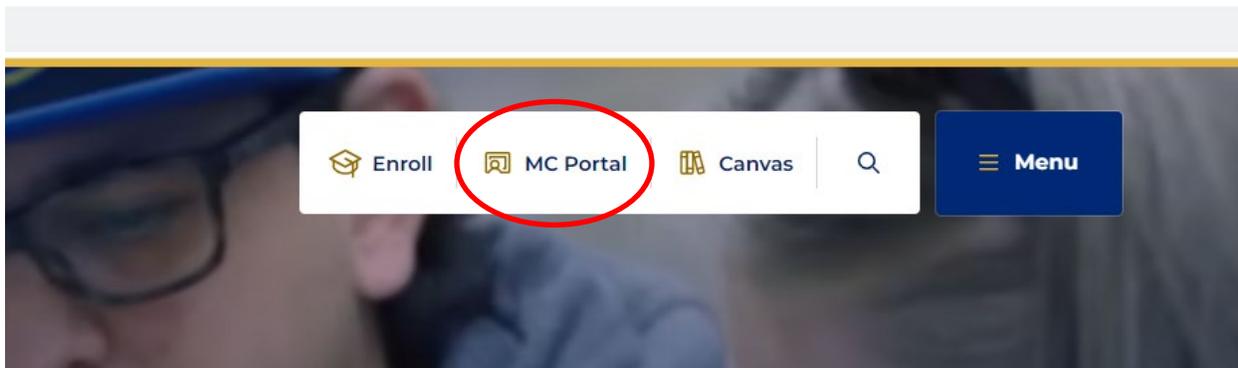
- First Time Logging into MC Portal..... 3
- How to Log into MC Portal..... 7
- How to Navigate the Portal 8
- How to Add a Card..... 9
- How to Move Cards 11
- How to Delete Cards..... 12

First Time Logging into MC Portal

Go to the Merced College website at mccd.edu



Click "MC Portal"



Enter your username which is the first part of your email. Example: joe.student@mccd.edu would have the user name of joe.student. Then enter your initial password which is your date of birth. Example: January 1, 1999 would be 010199.

A screenshot of the Merced College Sign In page. At the top is the Merced College logo. Below it is a 'Sign In' heading and a placeholder for a profile picture. The form contains two input fields: 'Email Address' with the text 'joe.student' and 'Password' with masked characters. There is a 'Remember me' checkbox and a blue 'Sign In' button. At the bottom, there is a link that says 'Need help signing in?'.

You will be prompted to change your password to a more secure version. The new password will need be at least 12 characters long with a combination of an upper case letter, lower case letter, number, and special character such as !, ?, #, \$, ^, etc.

The prompt will ask for your old password which is your date of birth (see example above). Then enter your new password. Then click “Change Password”.

MERCED COLLEGE

Your Okta password has expired

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Password can't be the same as your last 24 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Old password

This field cannot be left blank

New password

Repeat password

Change Password

[Sign Out](#)

The next screen will prompt you to add a secondary email. Entering a secondary email will allow you to reset your password if you forget your password in the future. It is not necessary, however, it is highly recommended.

Enter secondary email or click “I don’t have a secondary email”. Then choose a forgot password questions and type your answer.

Welcome to Merced College, AATest!
Create your Merced College account

 Secondary email

I don't have a secondary email

 Choose a forgot password question
What is the food you least liked as a child? ▾

Answer

This screen will also prompt you to enter a phone number to receive a text message that will provide a recovery code if you forget your password in the future. It is not necessary, however, it is highly recommended.

Click the + next to “Add Phone Number” and enter your phone number.

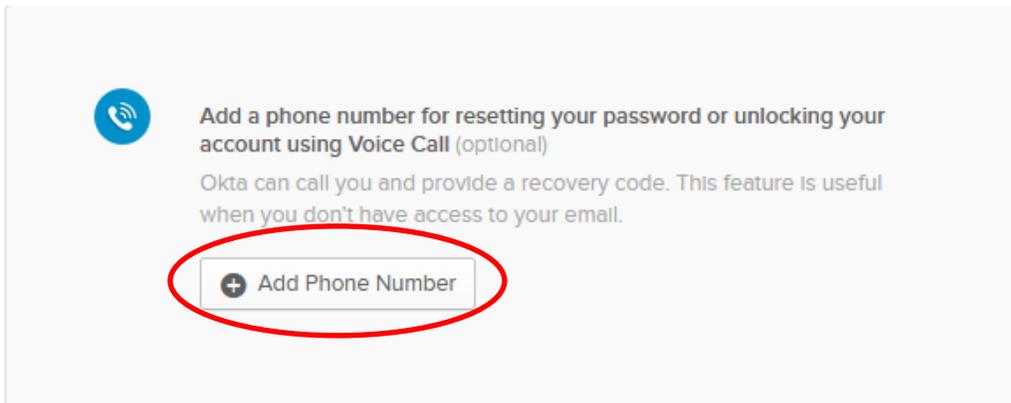
 **Add a phone number for resetting your password or unlocking your account using SMS** (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

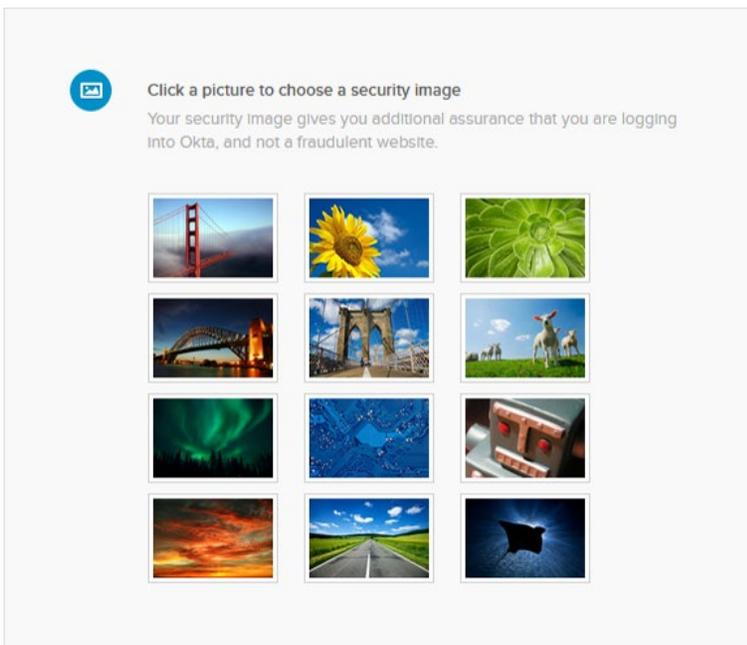
 Add Phone Number

If you prefer to receive a call with the recovery code enter your phone number in the box with the blue phone.

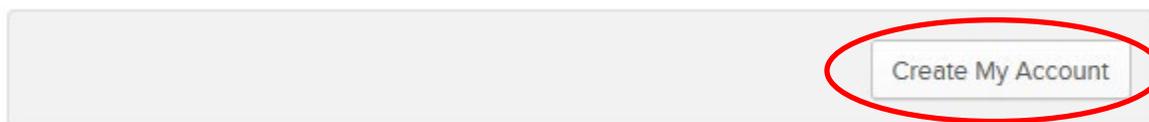
Click the + next to “Add Phone Number” and enter your phone number.



Then choose a security image from the selection provided

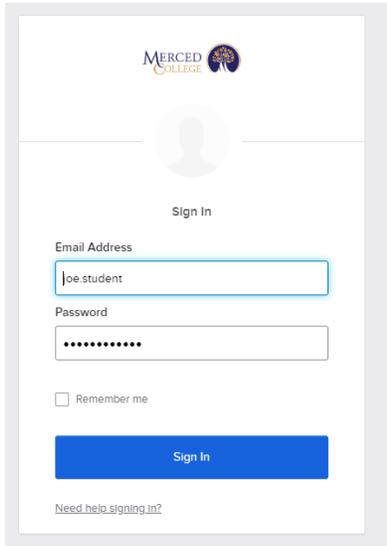


Then click “Create My Account”



Once you have completed the steps it will prompt you to sign in using your new password.

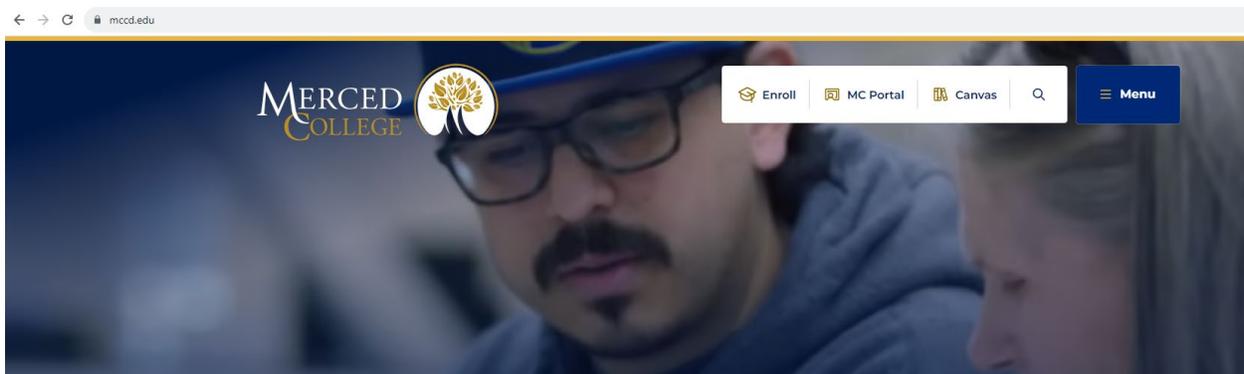
Enter your username and new password. Then click “Sign In”. You will then be redirected to Self-Service.



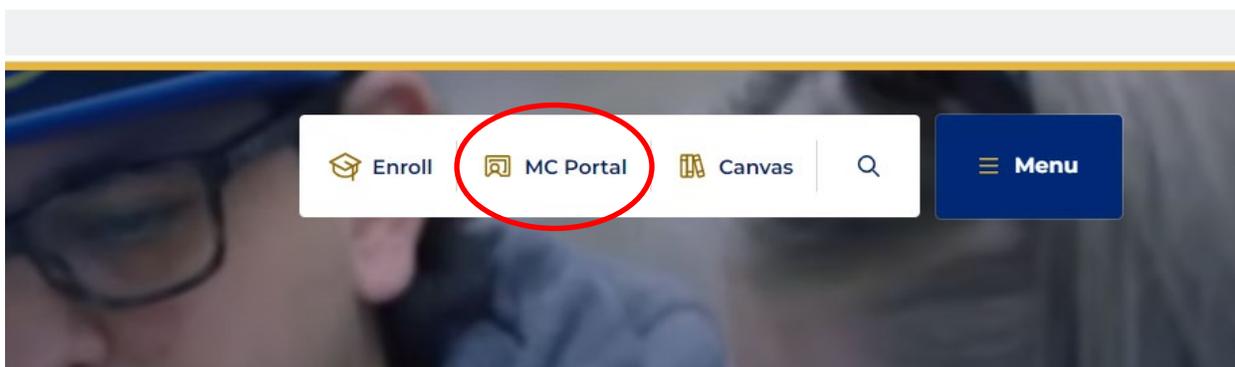
The image shows a sign-in form for Merced College. At the top left is the Merced College logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered below the profile picture. There are two input fields: "Email Address" containing "joe.student" and "Password" containing a series of dots. Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is at the bottom. A link "Need help signing in?" is at the bottom left.

How to Log into MC Portal

Go to the Merced College website at mccd.edu

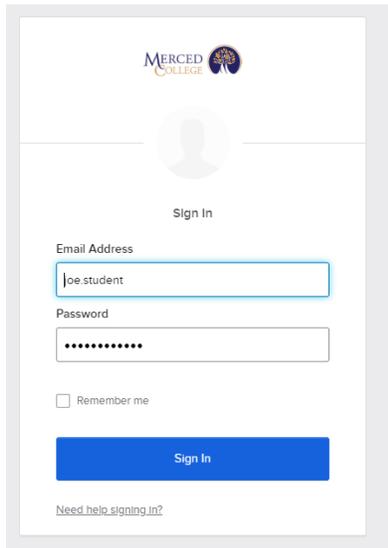


Click “MC Portal”



Enter your User name and Password (If it is your first-time logging in go to section “First Time Logging into MC Portal” section of this user manual).

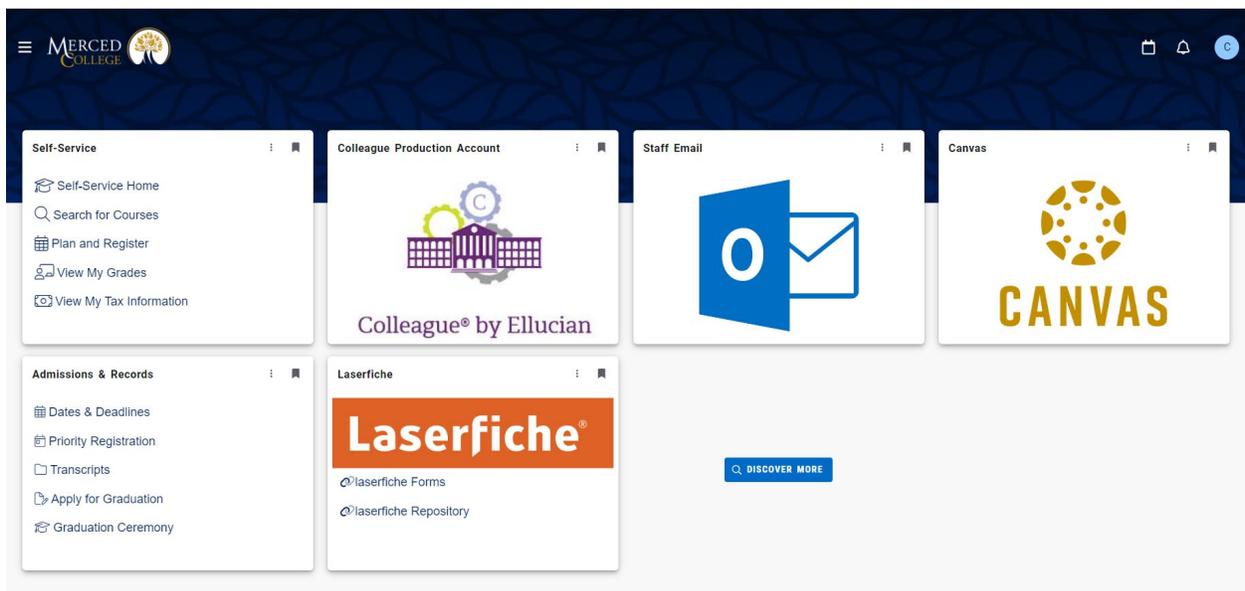
If you do not know your username, call the student help desk at (209) 381-6565 or send them an email at myhelp@mccd.edu.



The screenshot shows the Merced College Sign In page. At the top left is the Merced College logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. There are two input fields: "Email Address" containing "joe.student" and "Password" with masked characters. A "Remember me" checkbox is below the password field. A blue "Sign In" button is at the bottom. A link "Need help signing in?" is at the bottom left.

How to Navigate the Portal

Follow steps for “How to Log into MC Portal”



The screenshot shows the Merced College MC Portal dashboard. The top navigation bar includes the Merced College logo, a hamburger menu, and notification icons. The dashboard features several "cards":

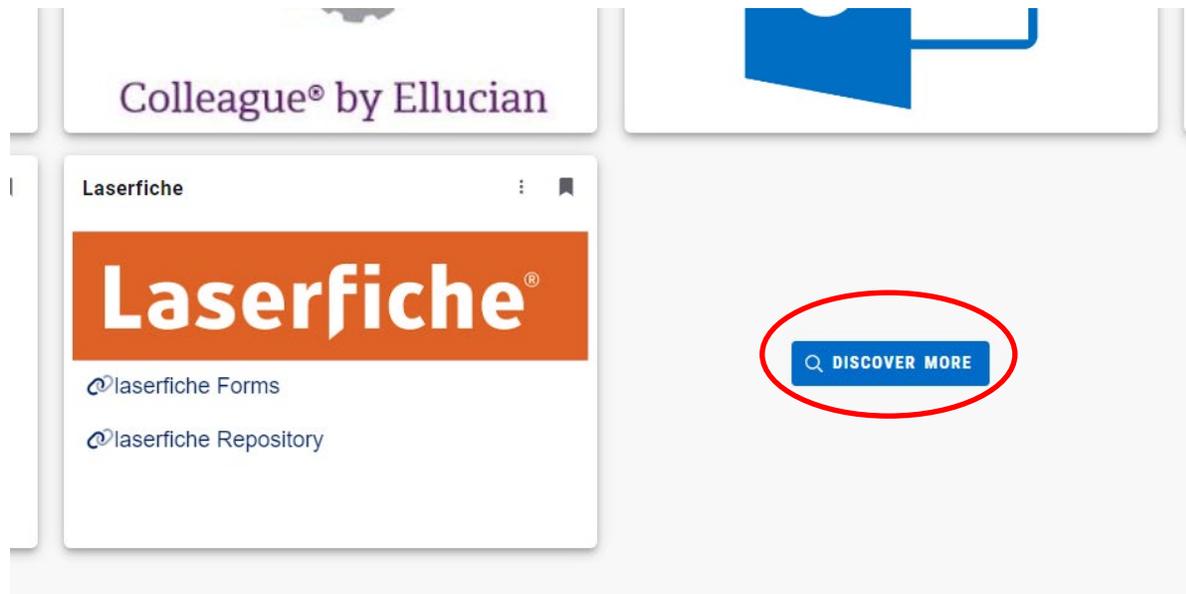
- Self-Service**: Includes links for Self-Service Home, Search for Courses, Plan and Register, View My Grades, and View My Tax Information.
- Colleague Production Account**: Features the Colleague logo and the text "Colleague® by Ellucian".
- Staff Email**: Features the Outlook logo.
- Canvas**: Features the Canvas logo.
- Admissions & Records**: Includes links for Dates & Deadlines, Priority Registration, Transcripts, Apply for Graduation, and Graduation Ceremony.
- Laserfiche**: Features the Laserfiche logo and links for Laserfiche Forms and Laserfiche Repository.

A "DISCOVER MORE" button is located in the bottom right area of the dashboard.

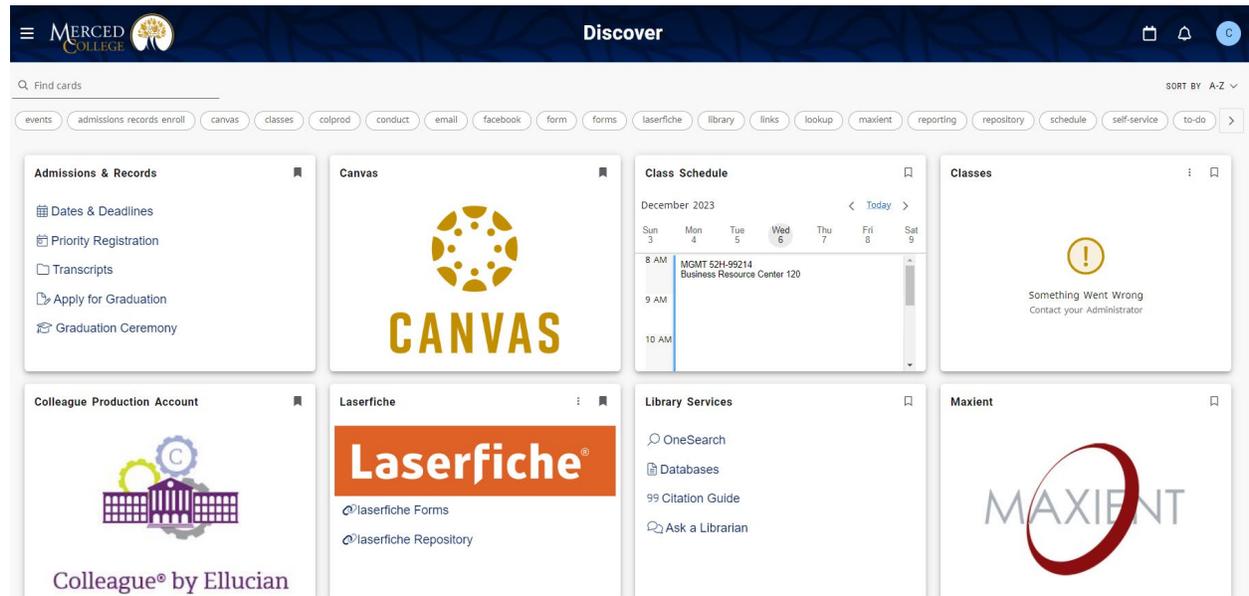
In the MC Portal, your dashboard will provide “cards” with links to Outlook, Canvas, Self-Service, etc. You can click on any of the links provided within the cards and you will be redirected to that information.

How to Add a Card

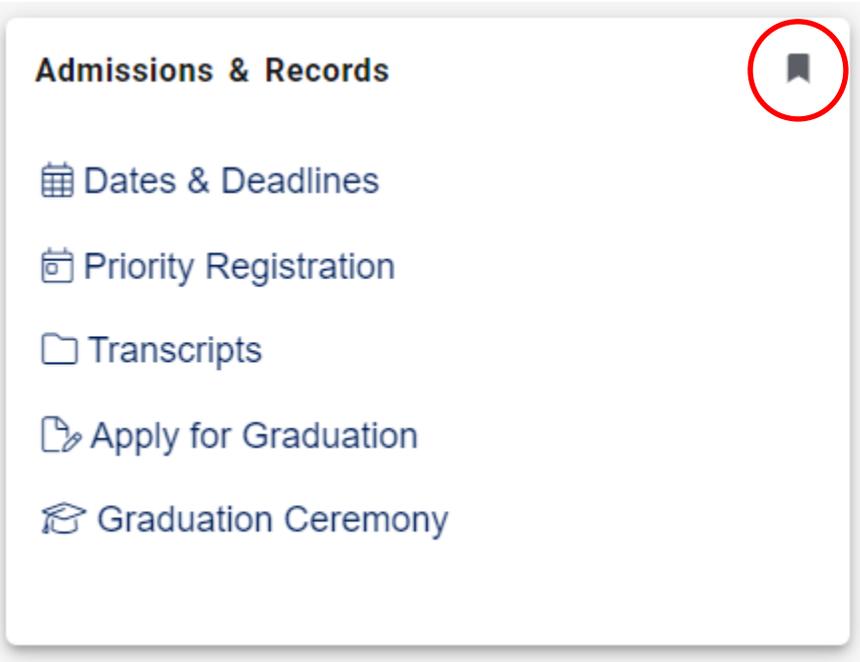
If you do not see what you are looking for, click the “Discover More” button.



Options for more cards will appear



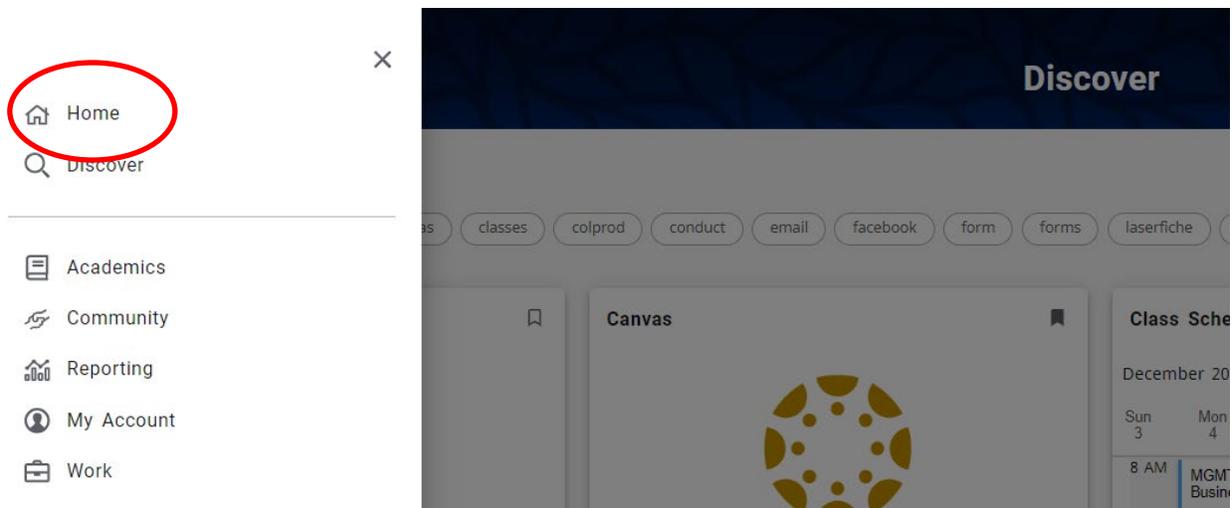
You can scroll through the cards provided to you. Once you find the card you are looking for click the  icon to add the card to your dashboard.



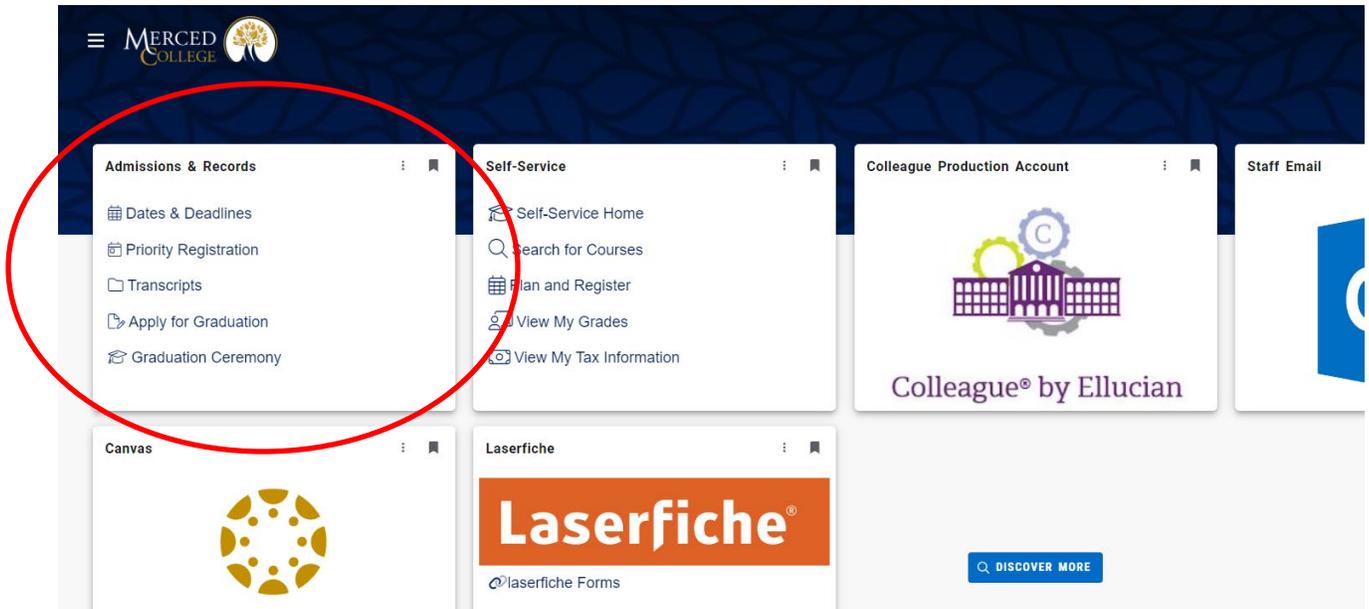
To get back to your dashboard click the hamburger menu at the top left of your screen.



Click "Home"

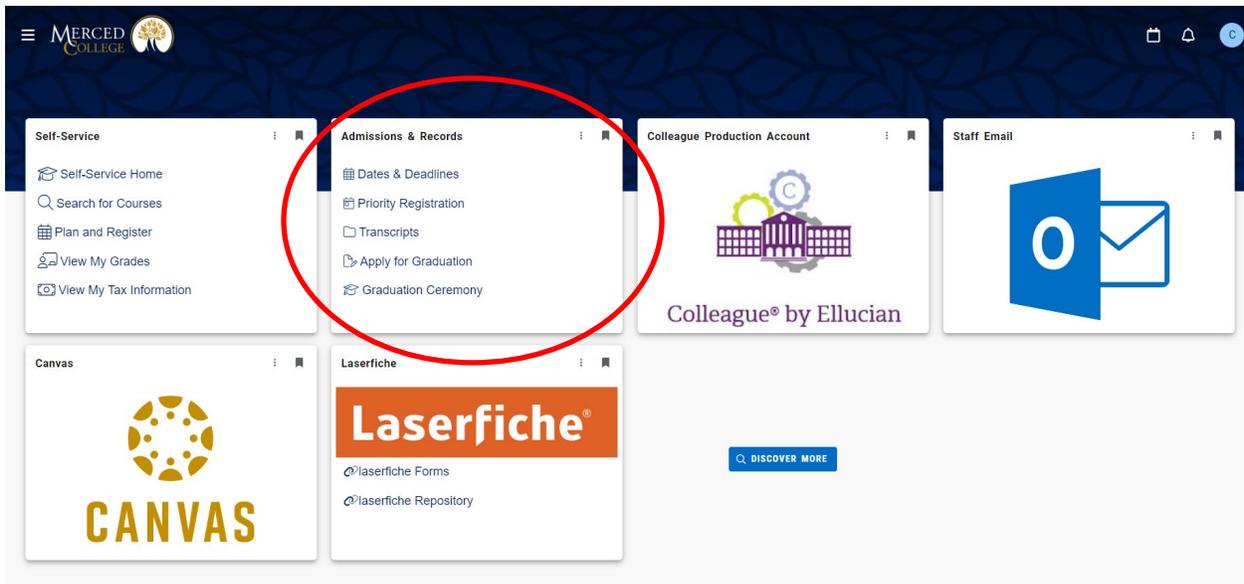


Your new card will appear on your dashboard.



How to Move Cards

Click and hold mouse pointer on top portion of the card. While holding the mouse button down, drag the card to the position of your liking.



How to Delete Cards

On the card you wish to delete, click the  icon. The card will be removed from your dashboard. If you wish to add the card back, follow steps for “How to Navigate the Portal”

