Merced College Portal

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First Time Logging into MC Portal

Go to the Merced College website at mccd.edu
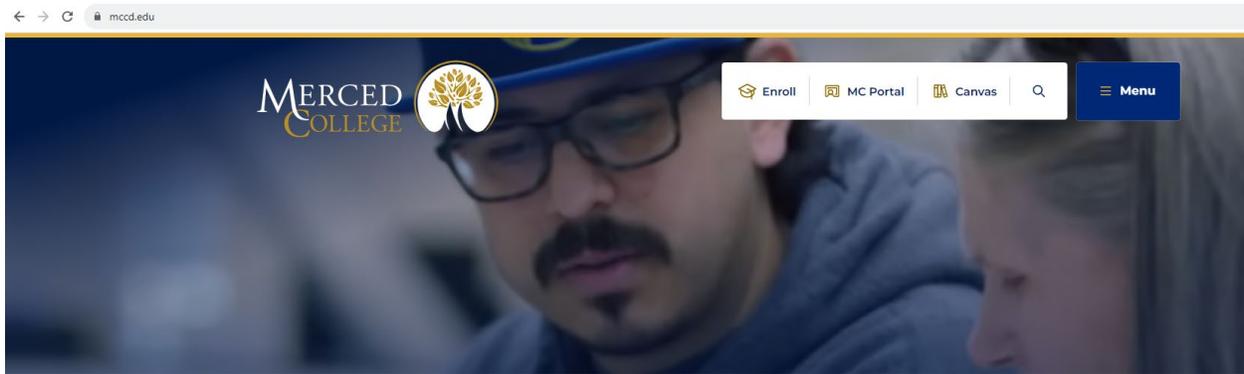
Click "MC Portal"
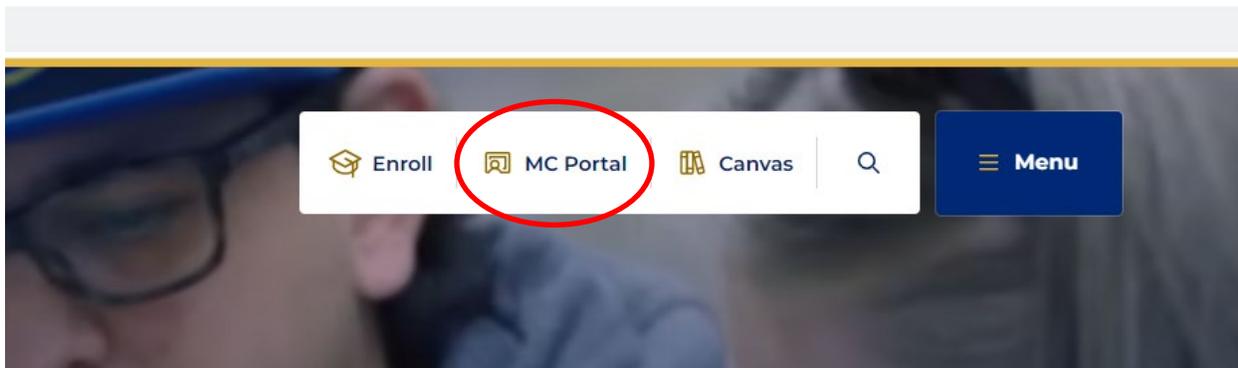
Enter your username which is the first part of your email. Example: joe.student@mccd.edu would have the user name of joe.student. Then enter your initial password which is your date of birth. Example: January 1, 1999 would be 010199.

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".

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.

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.

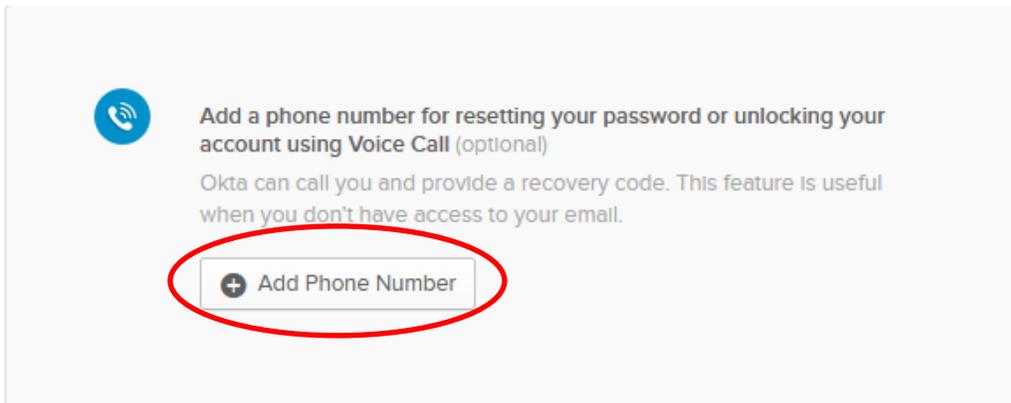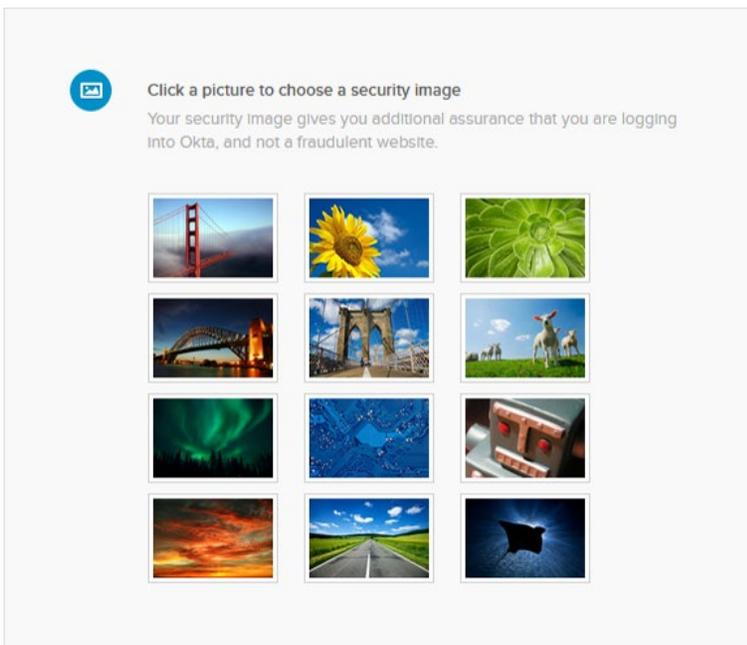Click the + next to "Add Phone Number" and enter your phone number.

If you prefer to receive a call with the recovery code enter your phone number in the box with the blue phone.
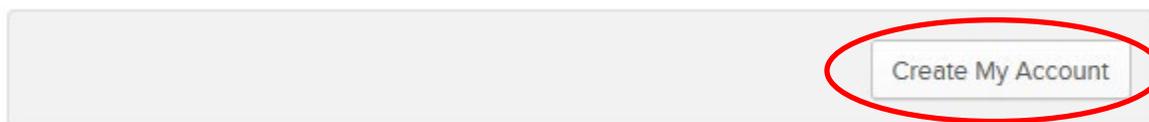
Click the + next to "Add Phone Number" and enter your phone number.

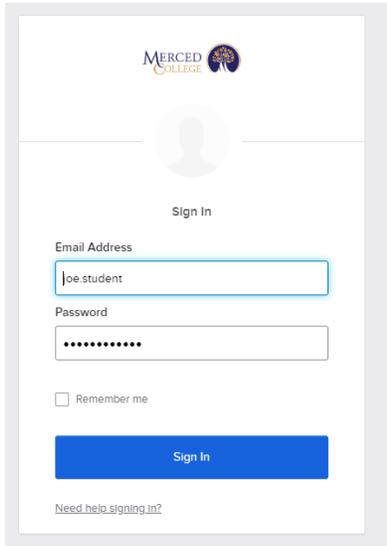Then choose a security image from the selection provided

Then click "Create My Account"

Once you have completed the steps it will prompt you to sign in using your new password.
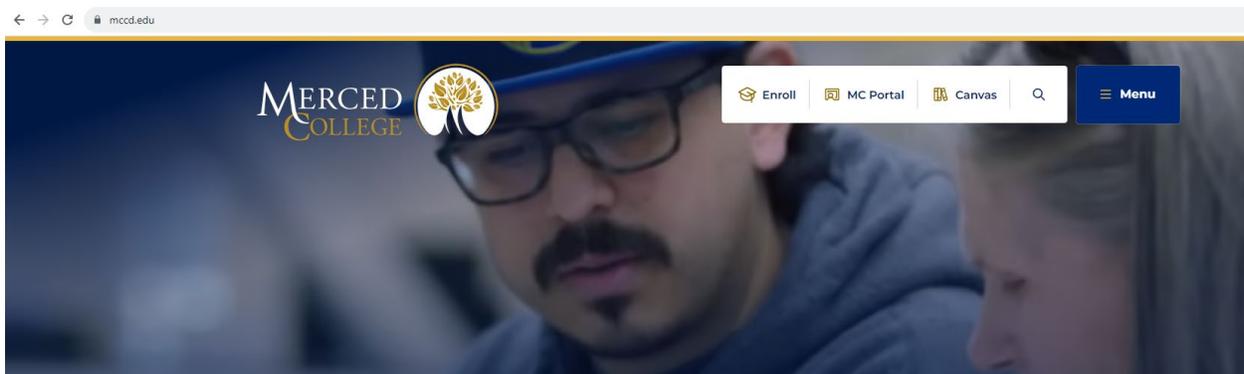
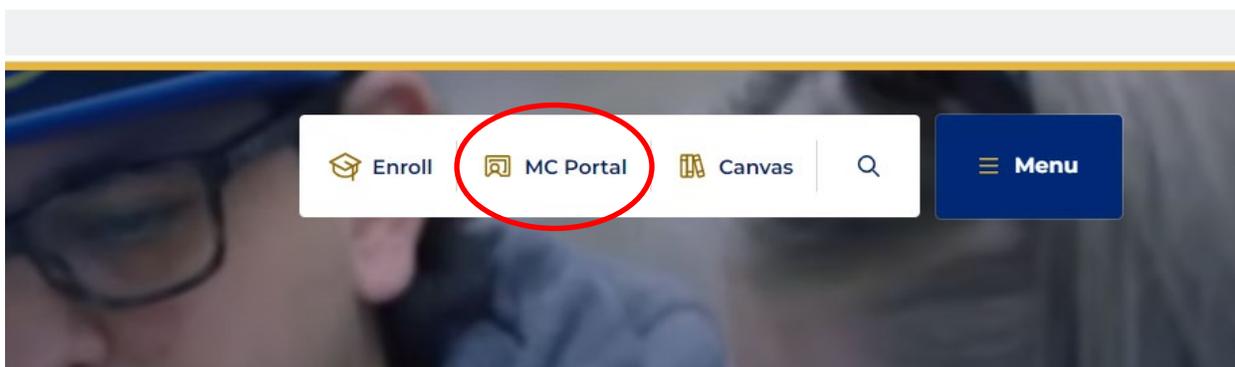Enter your username and new password. Then click "Sign In". You will then be redirected to Self-Service.

How to Log into MC Portal

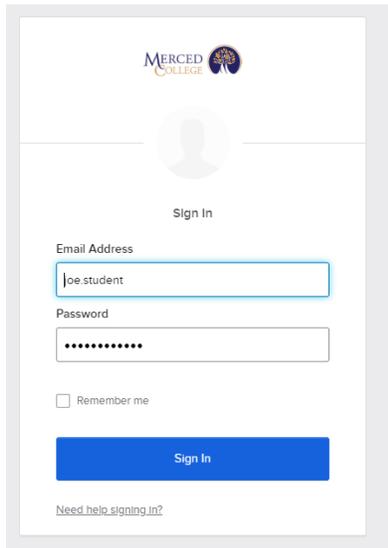Go to the Merced College website at mccd.edu

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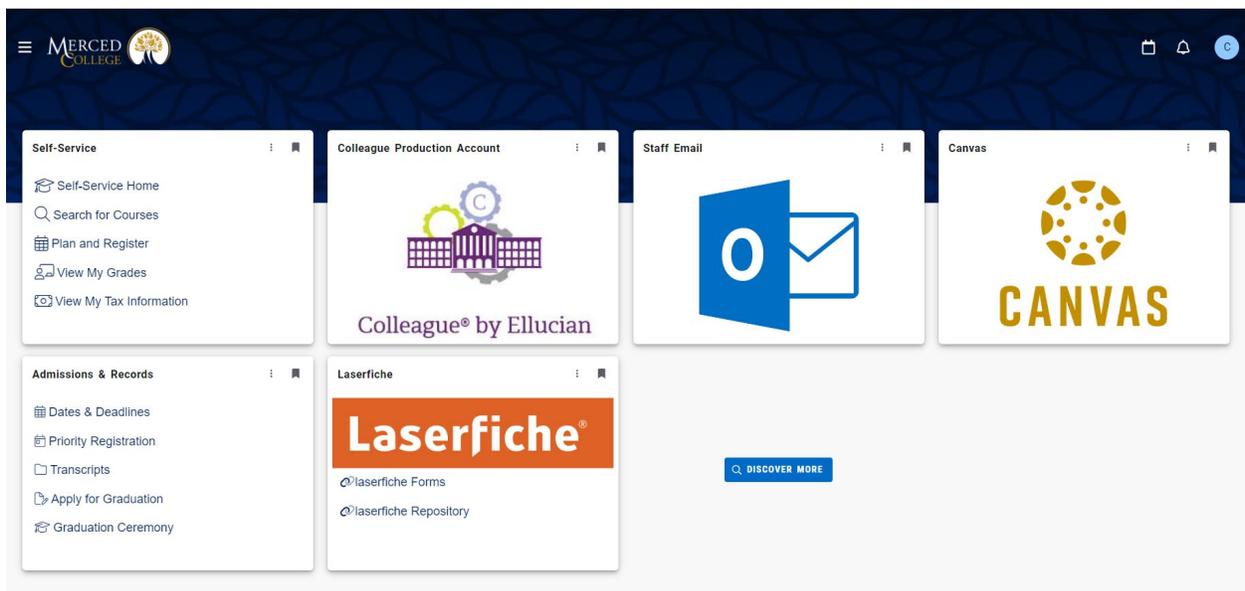
If you do not know your username, call the student help desk at (209) 381-6565 or send them an email at myhelp@mccd.edu.

How to Navigate the Portal

Follow steps for "How to Log into MC Portal"

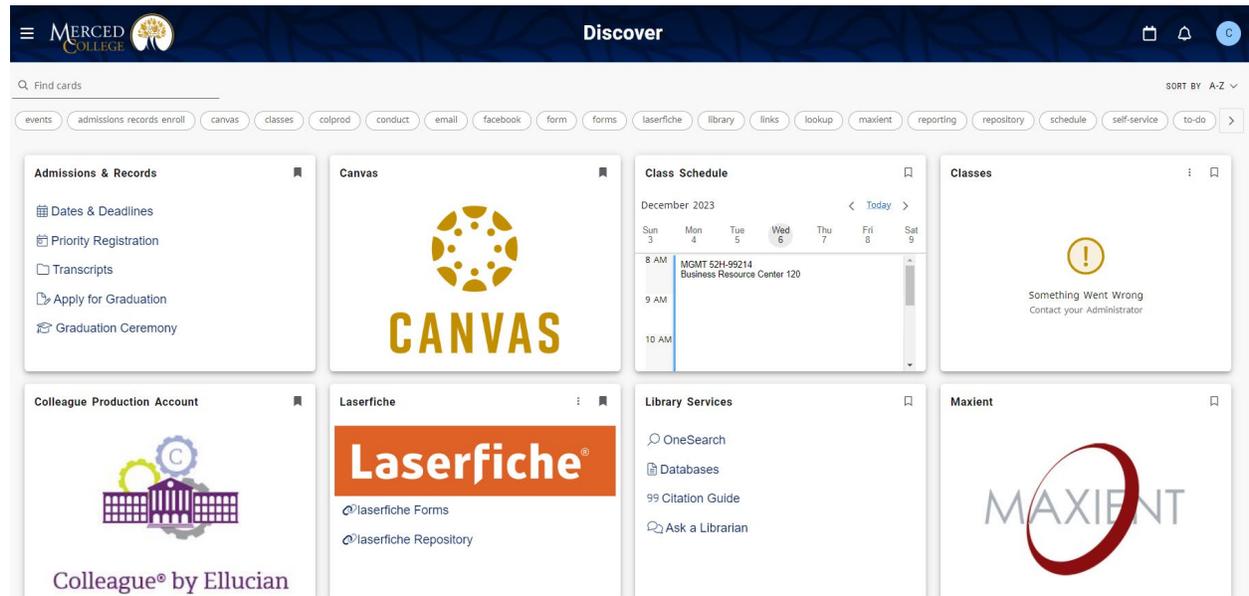In the MC Portal, your dashboard will provide "cards" with links to Outlook, Canvas, Self-Service, etc. You can click on any of the links provided within the cards and you will be redirected to that information.
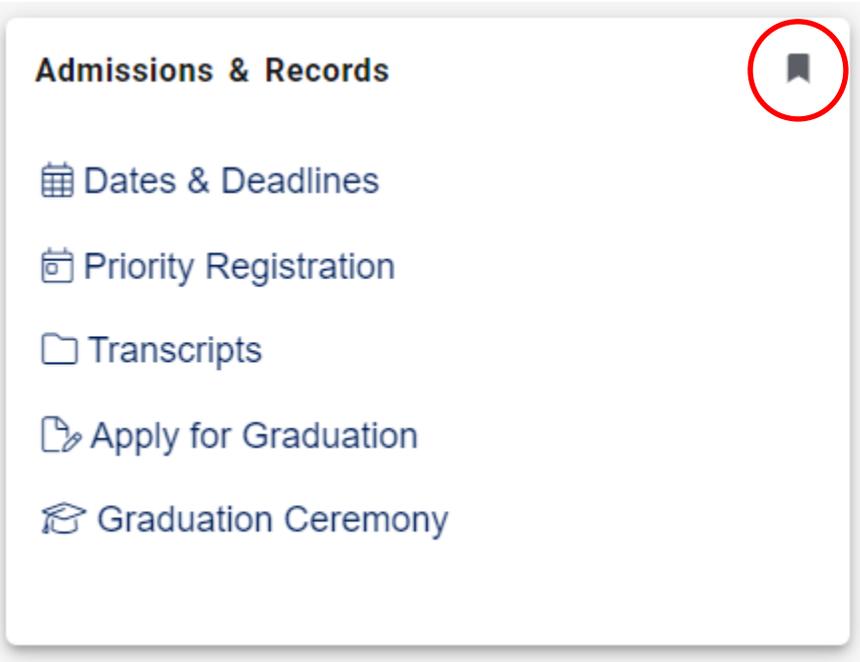
How to Add a Card

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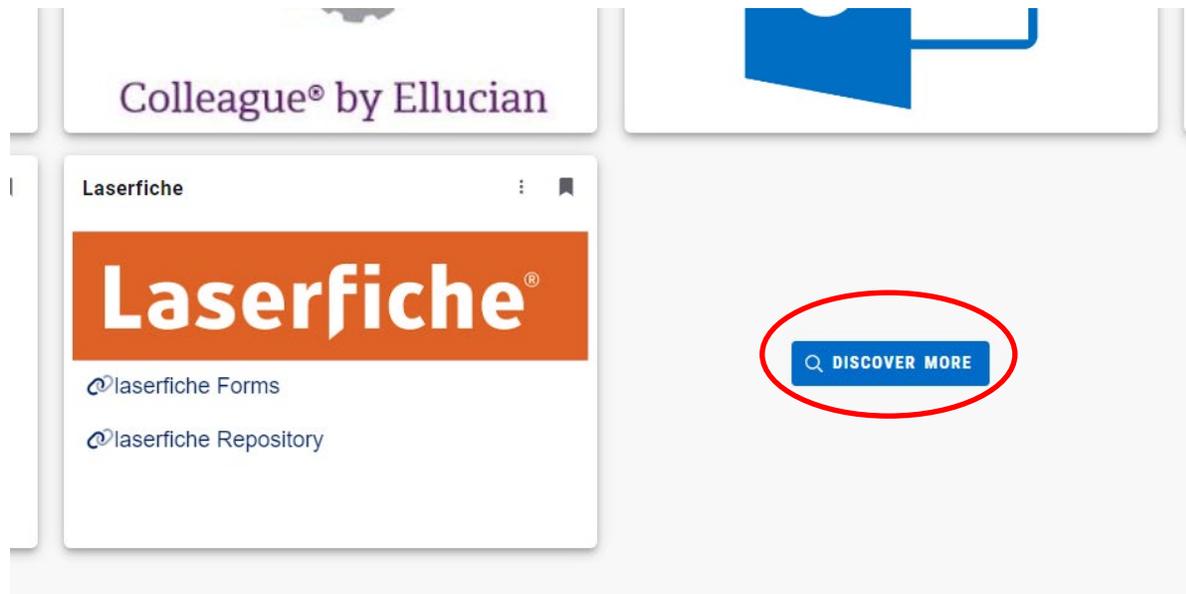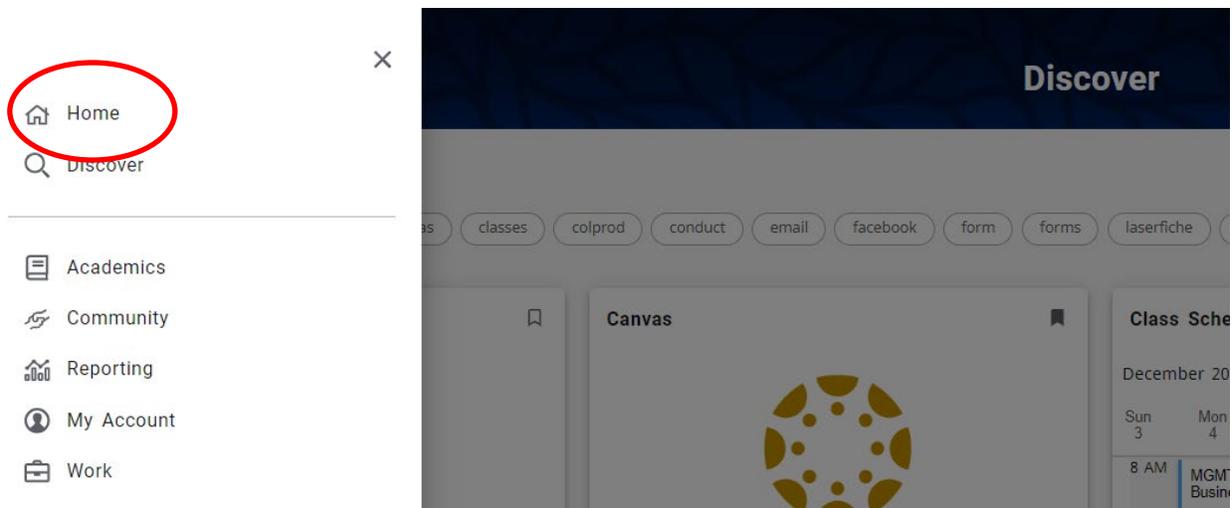

Options for more cards will appear

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.
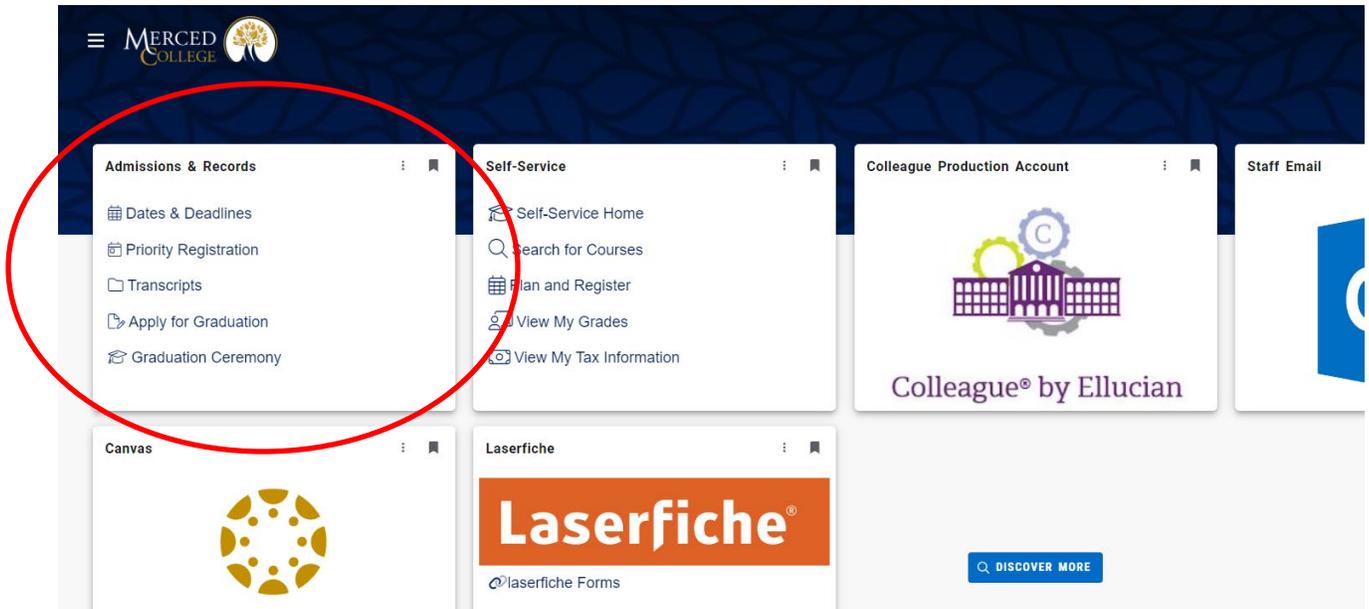

To get back to your dashboard click the hamburger menu at the top left of your screen.
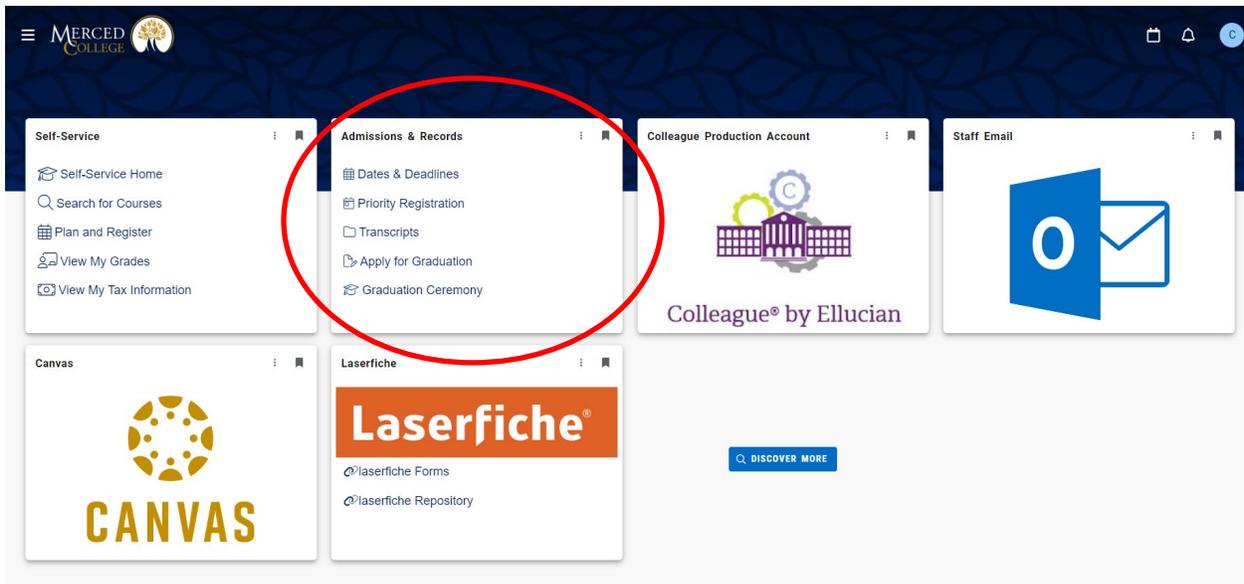

Click "Home"

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"