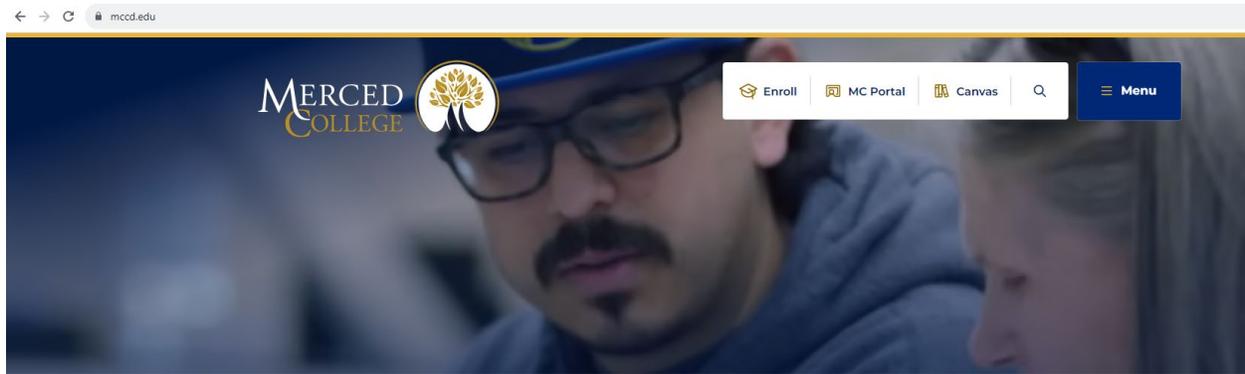


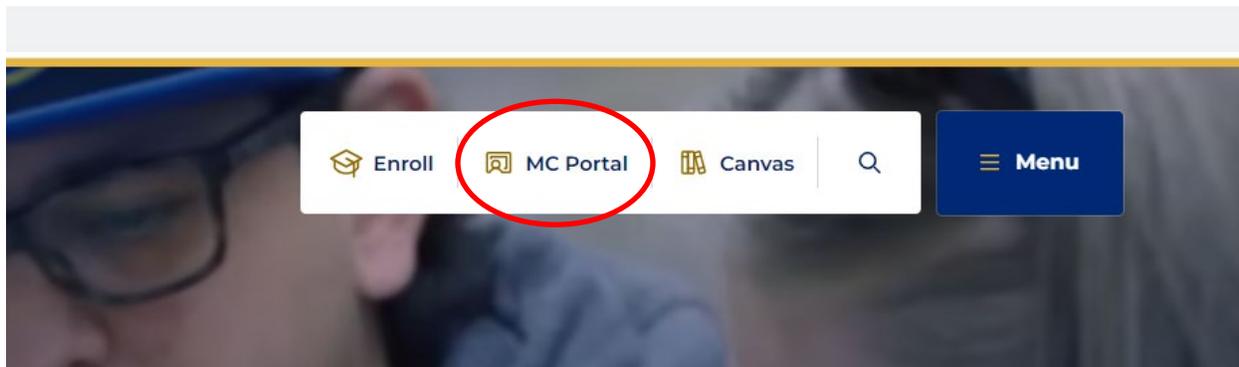
MC Portal User Manual

First Time Logging into MC Portal

Go to the Merced College website at mccd.edu



Click "MC Portal"

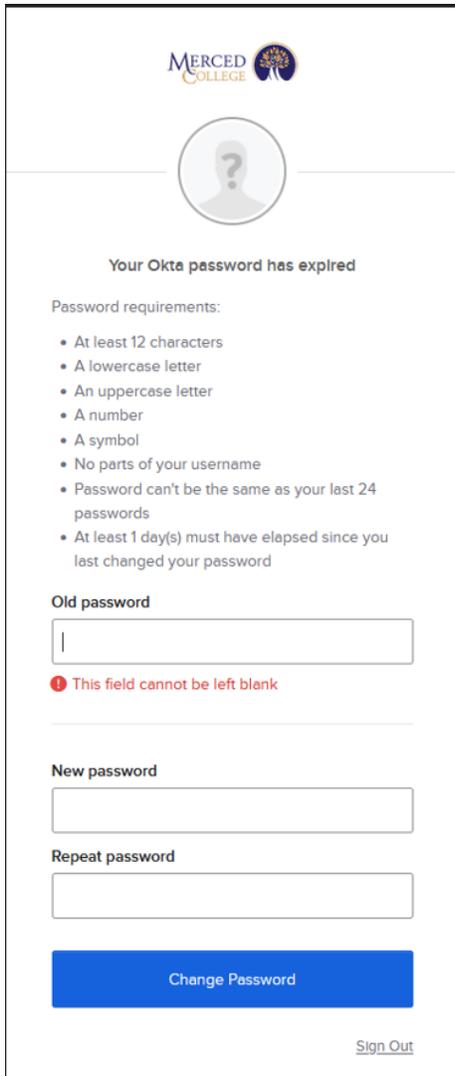


Enter your username which is the first part of your email. Example: joe.student@mccd.edu would have the user name of joe.student. Then enter your initial password which is your date of birth. Example: January 1, 1999 would be 010199.

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 user profile picture. The form contains two input fields: "Email Address" with the text "joe.student" and "Password" with a masked password of ten dots. There is a "Remember me" checkbox which is unchecked. A blue "Sign In" button is at the bottom of the form. A link "Need help signing in?" is located below the button.

You will be prompted to change your password to a more secure version. The new password will need to be at least 12 characters long with a combination of an upper case letter, lower case letter, number, and a 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 screenshot shows the Merced College Okta password change page. At the top, there is the Merced College logo and a circular profile icon with a question mark. Below this, the text reads "Your Okta password has expired". A section titled "Password requirements:" lists the following criteria:

- 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

Below the requirements are three input fields: "Old password", "New password", and "Repeat password". The "Old password" field is currently empty and has a red error message below it: "This field cannot be left blank". At the bottom of the form is a blue "Change Password" button and a "Sign Out" link.

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 a secondary email or click “I don’t have a secondary email”. Then choose a forgot password question 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

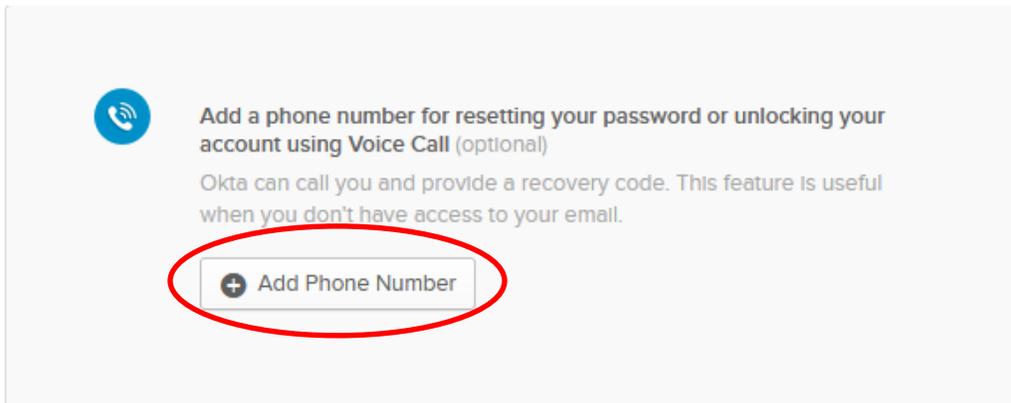
This screen will also prompt you to enter a phone number to receive a text message that will provide a recovery code if you forget your password in the future. It is not necessary, however, it is highly recommended.

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

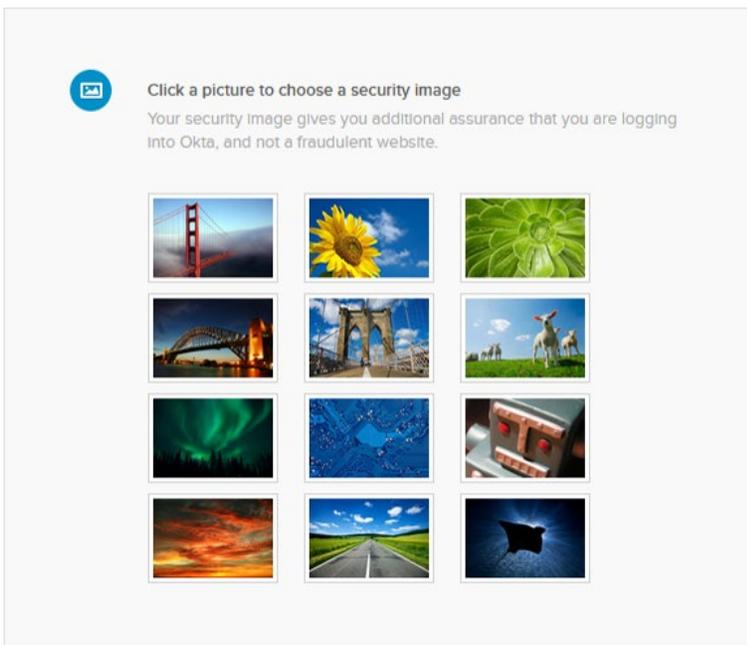
 **Add a phone number for resetting your password or unlocking your account using SMS (optional)**
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

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

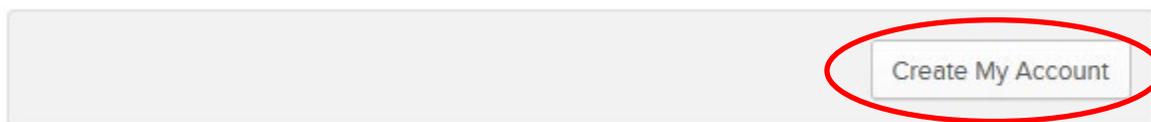
Click the + next to “Add Phone Number” and enter your phone number.



Then choose a security image from the selection provided

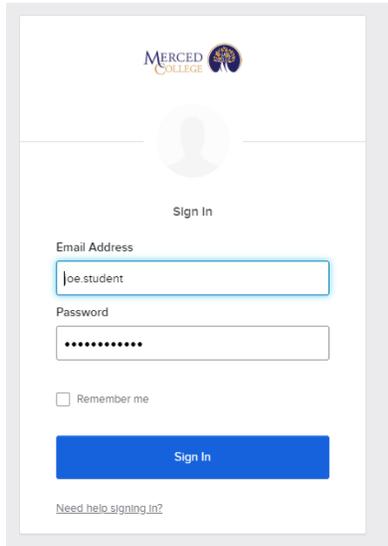


Then click “Create My Account”



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 page for Merced College. At the top left is the Merced College logo. Below it is a circular placeholder for a profile picture. Underneath the placeholder is the text "Sign In". The form contains two input fields: "Email Address" with the text "joe.student" and "Password" with a masked password of ten dots. Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a blue button labeled "Sign In". At the very bottom of the page is a link that says "Need help signing in?"