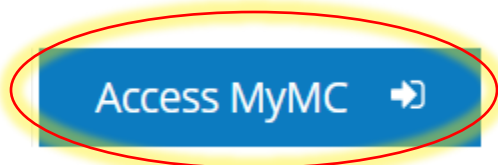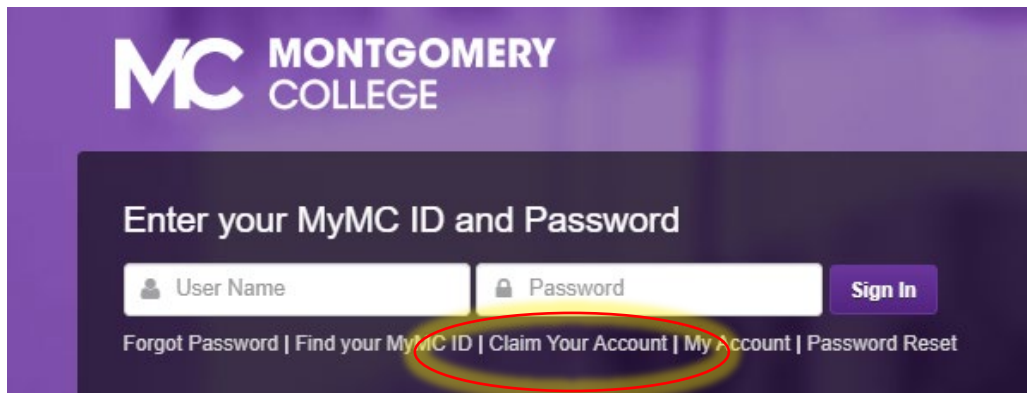1. If you are a new student, you must first claim your account to get access to your MYMC. Go to www.montgomerycollege.edu and click on **Access MyMC**

2. Click on **Claim Your Account**

3. Enter your **MyMC ID** Username and **M#** (if you don't have this information, call 240-567-5188)

4. Read and click **Accept** the Information Technology Policy

5. On "Claim Account- User Details", Click **Next**

6. Complete the security questions and click **Submit**

7. Create a new password using the "password rules" shown on the screen. Click **Submit**

5 Create and confirm your new password

* New Password:
Password Strength:
* Re-type Password:

SUBMIT

Password Rules	MyMC ID
Mandatory	
Length: Minimum	8
Length: Maximum	60
Letters: Minimum	2
Letters: Maximum	30
Numbers: Maximum	30
First Name: Disallow first N characters	Yes
Last Name: Disallow first N characters	Yes
Preferred First Name: Disallow first N characters	Yes
Preferred Last Name: Disallow first N characters	Yes
First Name: Disallow reverse or circular shift	Yes
Last Name: Disallow reverse or circular shift	Yes
Preferred First Name: Disallow reverse or circular shift	Yes
Preferred Last Name: Disallow reverse or circular shift	Yes
Identity User ID: Disallow contain	Yes
User ID: Disallow reverse or circular shift	Yes
Valid characters	/!*%.)(&^~|[]?<>+\:-@#=$
Conditional rules to be satisfied	3 out of 4
Conditional	
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
Special characters: Minimum	1

8. Click **OK** on the pop up confirming your password reset.
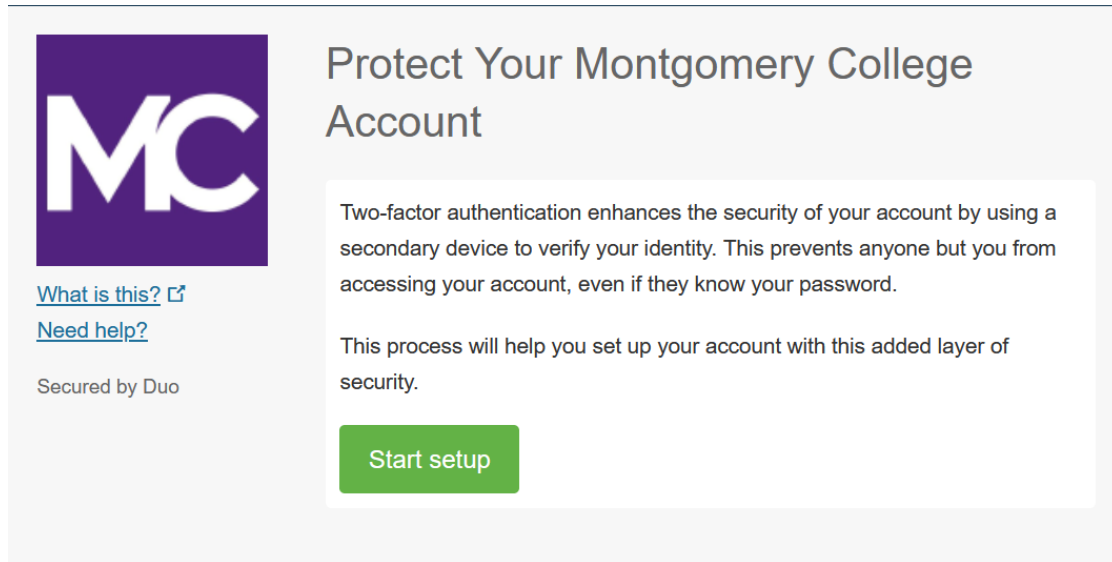
Information

You have successfully reset your password. Press the OK button to view your profile where you can confirm or update your personal phone number and personal email address. Providing this information will allow you to use our SMS password reset tool if you ever forget your password in the future.

OK

9. **Exit** the screen and go back to Access MYMY (or click the link below) and **log in** using your new password.

MC MONTGOMERY COLLEGE

Enter your MyMC ID and Password

User Name | Password | Sign In

Forgot Password | Find your MyMC ID | Claim Your Account | My Account | Password Reset

10. **Once you sign in, set up your 2-Factor- Authentication DUO MOBILE PUSH** by following the steps prompted on your computer. Note: you will have to download the **DUO Mobile App** on your mobile device to continue. If you need additional support with this step, call the IT

Help Desk 240-567-7222.

Protect Your Montgomery College Account

What is this? ⤢
Need help?

Secured by Duo

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

Start setup

If you have any questions, please call us at 240-567-5188