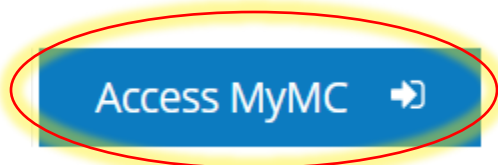
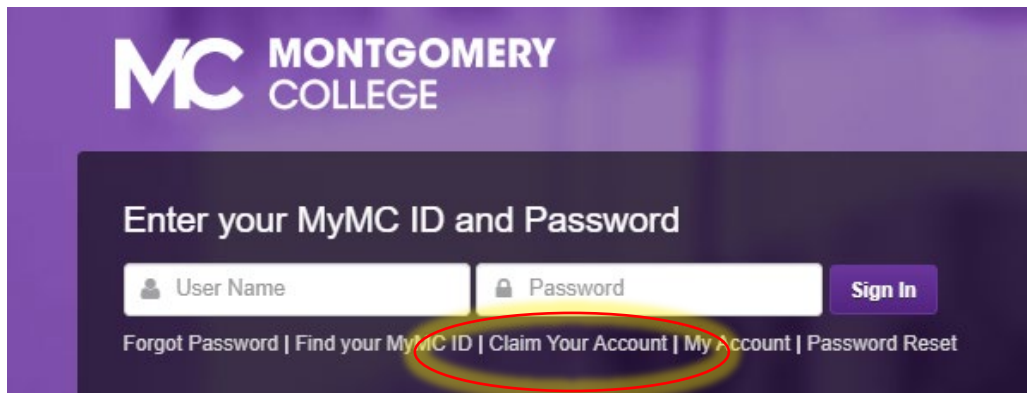


1. If you are a new student, you must first claim your account to get access to your MYMC. Go to [www.montgomerycollege.edu](http://www.montgomerycollege.edu) and click on [Access MyMC](#)



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)

**1 Claim Account - Enter your user information**

\* MyMC ID:

\* M#:   
*M# is 9 characters including the "M"*

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

**2 Review and accept terms of use**

**Acceptable Use of Information Technology Policy (AUP)**

**Acceptable Use of Information Technology**

I. To provide adequate and continuing support of the instructional mission of the College, it is the intent of the Board of Trustees to make available to all users with regard to the use of facilities, equipment and tools, as well as acceptable standards of information technology resources as well. The ability to use these resources is a Board of Trustees' priority and available funding. No one can or should assume that because this policy is silent on a particular action, that it is then acceptable, condoned, or legal.

II. The College, through policies, procedures, and regulations has already established acceptable uses of College resources, available to all students, faculty and staff regarding such issues as harassment, standards of behavior, plagiarism, conflict of interest, and the misuse of information technology resources. There already exist federal, state, and local laws, rules, regulations, and policies that apply to the misuse of other resources and behaviors that may be applied to the misuse of information technology resources. Those same disciplinary actions that apply to the misuse of other resources and behaviors may be applied to the misuse of information technology resources. Those who request and/or are given access to College-owned and operated information technology resources agree to use those resources in compliance with Board of Trustees' policies, as well as all applicable laws, procedures, rules and regulations.

III. The President is authorized to establish procedures to implement this policy.

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

**3 Claim Account - User Details**  
Your MyMC ID is: | **Username**

Click the **Next** button to continue configuring your Security Profile and Password for the first time.

**NEXT**

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

**4 Manage security questions**

**Question 1**  
✎ What is your favorite food?  
Click on the ✎ button to select a different question.

Answer 1  Re-type Your Answer 1

**Question 2**  
✎ What is your favorite city?  
Click on the ✎ button to select a different question.

Answer 2  Re-type Your Answer 2

**Question 3**  
✎ What is the name of the first school you attended?  
Click on the ✎ button to select a different question.

Answer 3  Re-type Your Answer 3

**CLEAR ALL** **SUBMIT** **SHOW ANSWERS**

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
<b>Mandatory</b>	
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
<b>Conditional</b>	
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**

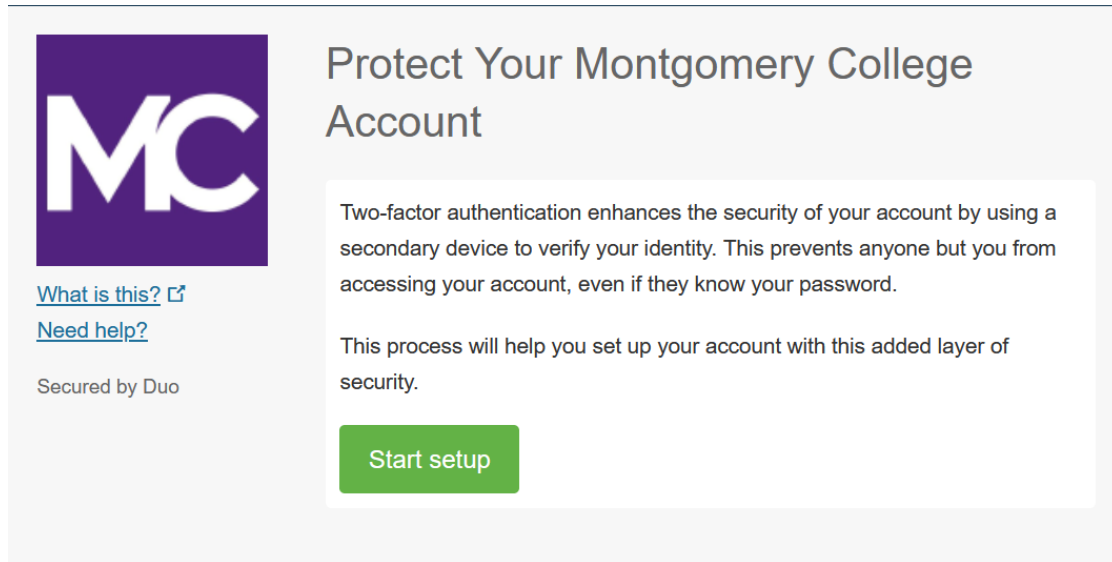
You have successfully reset your password. Press the OK button to view your profile where you can confirm or update your personal phone number and personal email address. Providing this information will allow you to use our SMS password reset tool if you ever forget your password in the future.

**OK**

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

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.



The screenshot shows a webpage with a purple square logo containing the white letters 'MC'. Below the logo are two blue links: 'What is this?' and 'Need help?'. Underneath the links is the text 'Secured by Duo'. To the right of the logo is the main heading 'Protect Your Montgomery College Account'. Below the heading is a white box containing two paragraphs of text and a green button labeled 'Start setup'. The first paragraph explains that two-factor authentication enhances security by using a secondary device. The second paragraph states that the process will help set up the account with an added layer of security.

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