



MyMC Redesign

Navigating the Portal for Employees and Faculty

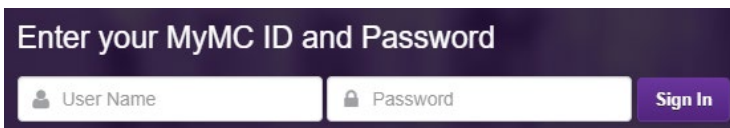
This job aid will provide you with instructions on how to navigate the MyMC portal.

Access MyMC

1. Log into MyMC from the Montgomery College home page by clicking the Access MyMC button.



2. Enter your MyMC ID (i.e., jdoe12) and password. Then click **Sign In**.

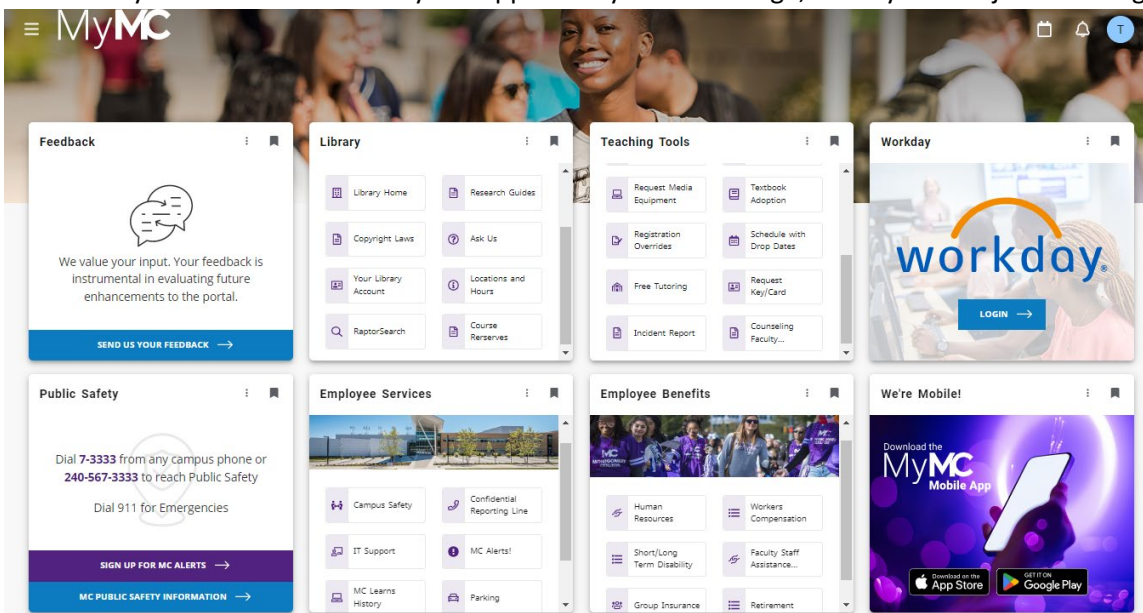


3. The MyMC Homepage now has a card view to access your usual functions. Click the appropriate card, and the link(s) will open another webpage.

Note- The cards will appear based on your Montgomery College role (i.e., Employee, Faculty, or Student). You will see the cards for each role if you have multiple roles. Below are samples of the faculty and employee roles. Some cards may require you to use the scroll bar to see the entire card.

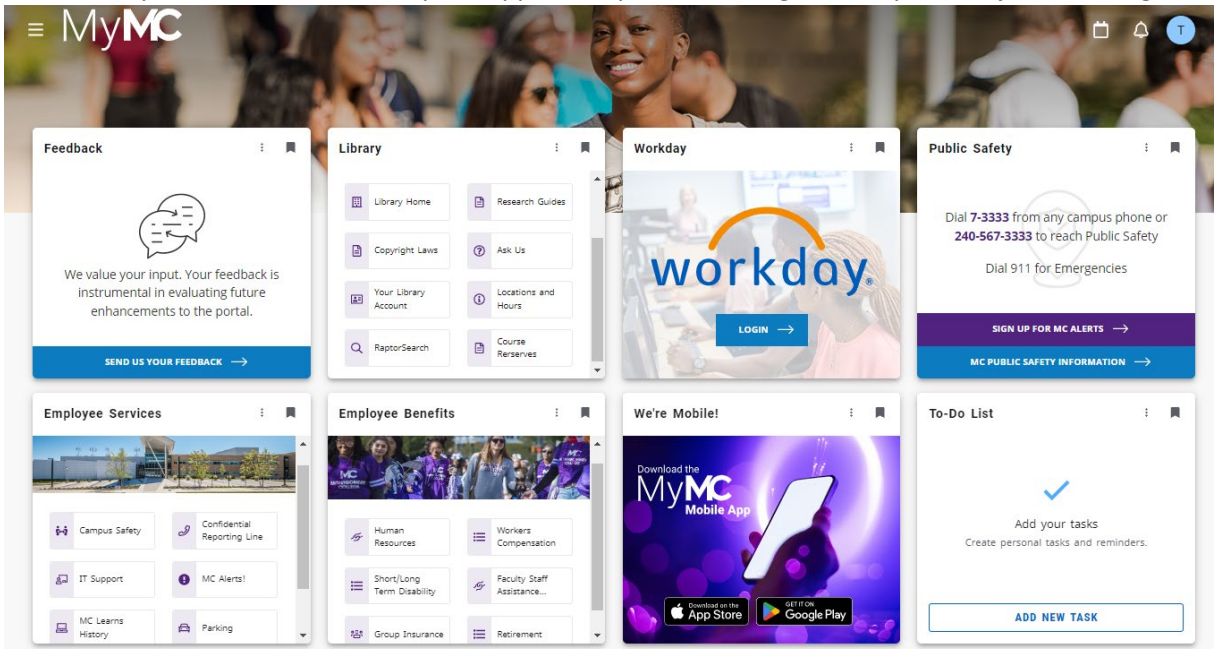
Faculty View

Note- Every card shown below may not appear on your HomePage, as they are subject to change.



Employee View

Note- Every card shown below may not appear on your HomePage, as they are subject to change.



Other Options

1. In the top right corner are three icons. Click the calendar icon to access the academic calendar.



2. **Notifications** – Any notifications will appear here. A red dot indicates there are unread notifications.



3. **Profile** - the circle with your first initial is your profile icon.



4. Click the circle, then click View Profile. The profile shows your MyMC ID number, personal details (roles), and academic details.


Academic Details		School ID	
LEVEL	Non Credit	PROGRAM	Undecided Continuing Education
DIVISION	Montgomery College	MAJOR	Cont Ed - Undeclared
CAMPUS	Gaithersburg Business Trng Ctr	CATALOG YEAR	Fall 2017

Personal Details	
STATUS	Student <input type="checkbox"/> ACTIVE
	Employee <input type="checkbox"/> ACTIVE

Settings
LANGUAGE
PRIVACY
Privacy Statement
Illucian Company
SHARE USAGE DATA

5. Click the MyMC logo to go to the HomePage.

The Menu

1. Click the menu  in the top left corner to access the MyMC menu.

Note- Click the MyMC logo to go back to the homepage.

✕

🏠 Home

🔍 Discover

☰ Resources ^

MC Home Page

Blackboard

Office 365/Email

Counseling & Advising Network

Event Calendars

- Click the **Home** icon to go to the home screen.
- Click the **Discover** icon to view all the available cards.
- Click the **Resources** menu to go to the various resource links.

2. Click the social media icons at the bottom of the screen to access the various social media platforms for Montgomery College (i.e., Facebook, X -formerly Twitter, Instagram, LinkedIn, YouTube, and TikTok).

