



MyMC Redesign

Navigating the Portal for Students

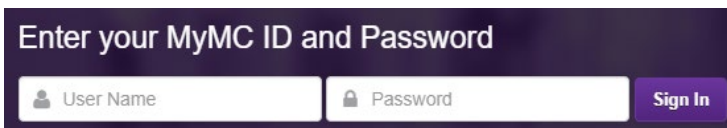
This job aid will provide instructions on how to navigate the MyMC portal.

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**.

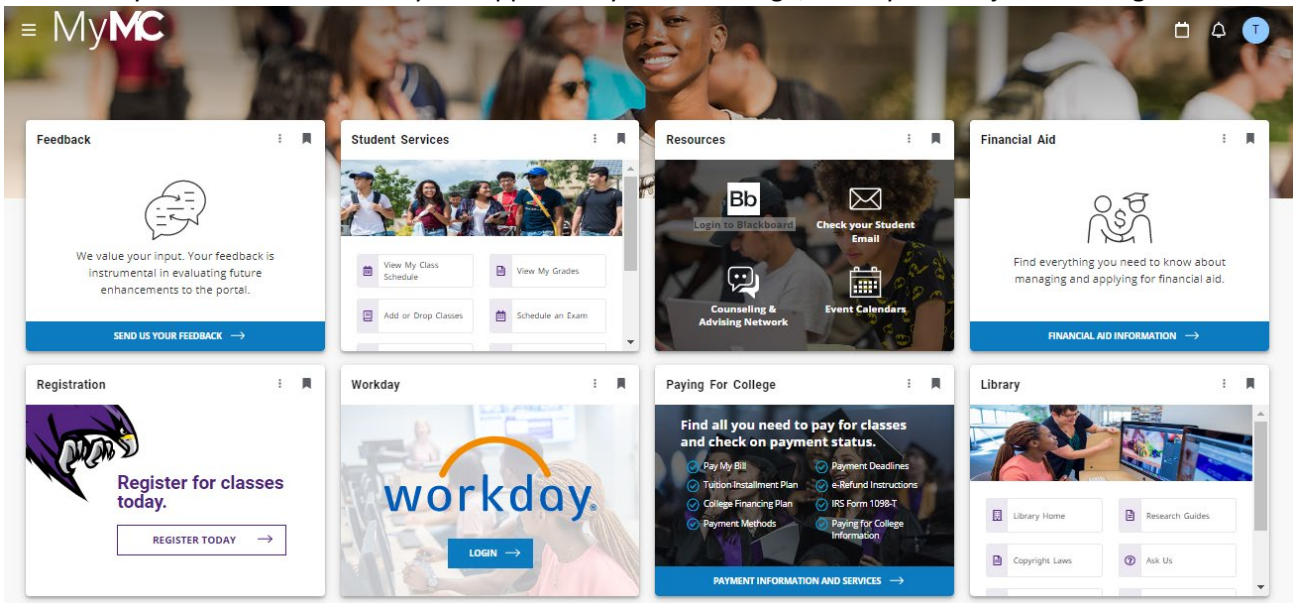


3. The MyMC Homepage now has a card view to access your usual functions. Click the appropriate card, and the link(s) will open another webpage.

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

Student View

Note- Every card shown below may not appear on your Home Page, 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.



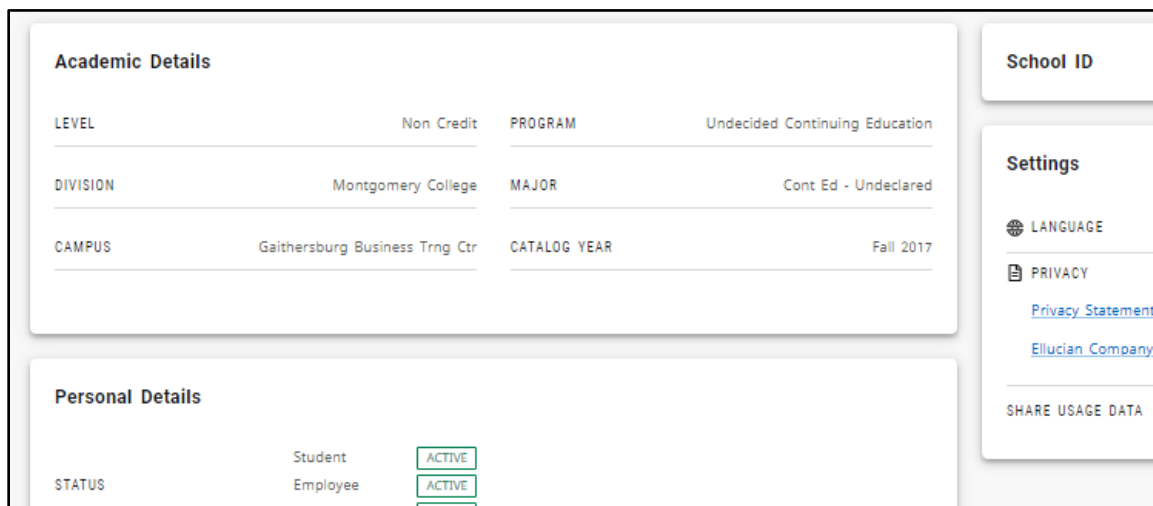
2. **Notifications** – Any notifications will appear here. A red dot indicates there are unread notifications.



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.



The screenshot displays a user profile page with the following sections:


- Academic Details**: A table with the following data:

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**: A section showing roles with 'ACTIVE' status buttons:

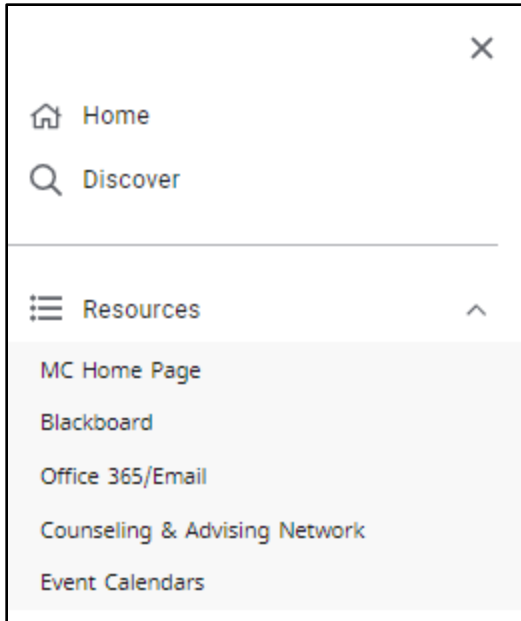
STATUS	Student	ACTIVE
	Employee	ACTIVE
- School ID**: A field for the user's school ID.
- Settings**: A sidebar menu with options for LANGUAGE, PRIVACY (with links for Privacy Statement and Ellucian Company), and SHARE USAGE DATA.

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

The Menu

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

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



- 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).

