

MyMC Account Management My Account

This document provides instructions for students and employees on how to manage their account within the portal using the *My Account* link.

Services within My Account Portal include:

- Update personal email address
- Update personal phone number
- Reset MyMC password
- Update or set security questions
- Add or remove Two-Factor Authentication (2FA) mobile device

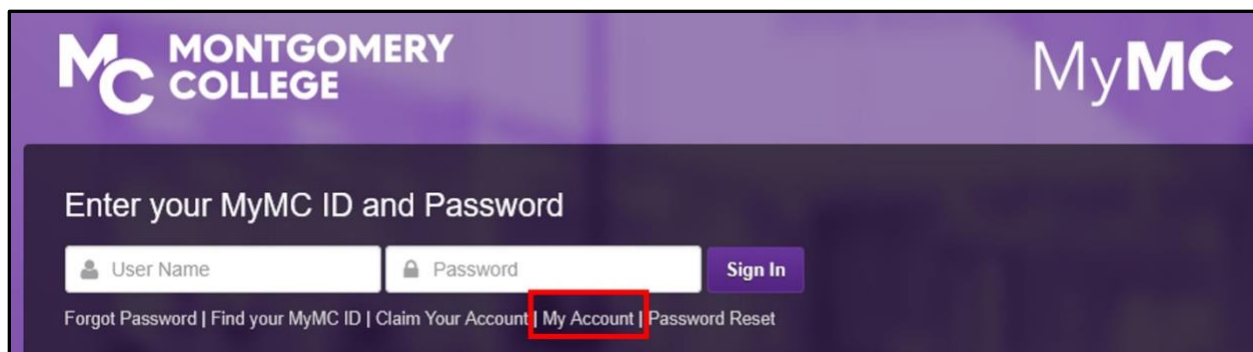
Step One

Go to the Montgomery College home page <https://www.montgomerycollege.edu>. Click on **Access MyMC** in the top right corner:



Step Two

Click on **My Account**:



MC MONTGOMERY COLLEGE **MyMC**

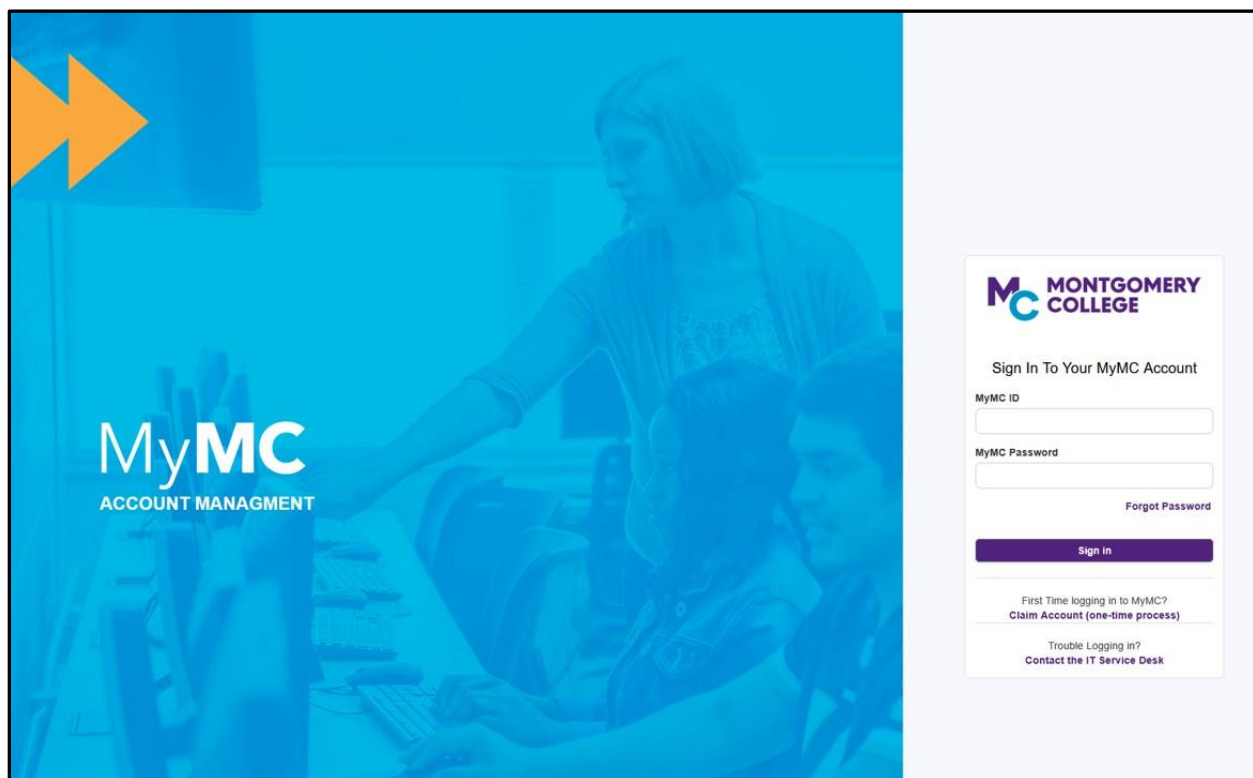
Enter your MyMC ID and Password

User Name Password Sign In

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

Step Three

Enter your MyMC ID and password:



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Sign In To Your MyMC Account

MyMC ID

MyMC Password

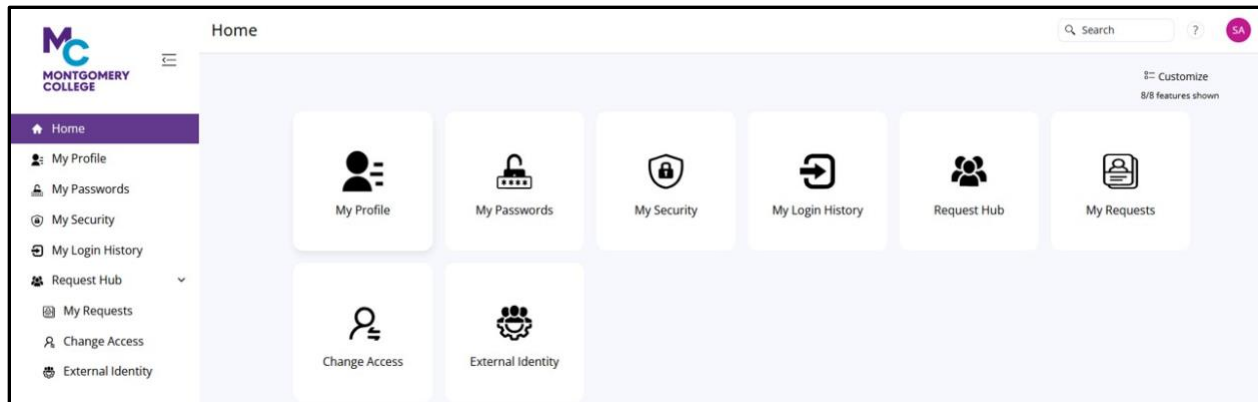
Forgot Password

Sign In

First Time logging in to MyMC?
Claim Account (one-time process)

Trouble Logging in?
Contact the IT Service Desk

The **My Account Portal** provides the available options depending upon your role and permissions:



My Profile

Click on **My Profile** to update your personal email address or phone number. Enter the updated information and click on **Submit**:

The screenshot shows the 'My Profile' form. A red arrow points to the 'My Profile' link in the left sidebar. The form contains the following fields:

- First Name: studentFirstName
- Middle Name: (empty)
- Last Name: studentLastName
- M# : M12345678
- MyMC ID: studentabc
- MC Email Address: student@montgomerycollege.edu
- Preferred First Name: Student
- Preferred Last Name: N/A
- Personal E-mail Address: studentabc@gmail.com (with a green checkmark)
- Personal Mobile Phone: 240 XXX-XXXX (with a green checkmark)

Below the fields, there is a note: 'Please verify or update your Mobile Phone and Personal Email Address'. At the bottom right are 'Reset' and 'Submit' buttons. A legend at the bottom left explains the symbols: a red asterisk for required fields, a red exclamation mark for verification required, and a green checkmark for verified attributes.

Any change will prompt a verification **PIN**:

Action Required

Please enter the PIN received for the following field(s) to verify the change

Personal E-mail Address

|

Pin sent to 8196@gmail.com

Didn't receive PIN? [Resend](#)

Time Left: 0 hours 4 minutes 21 seconds

Cancel

Validate

My Passwords

My Passwords provides the **Reset Password** prompt. Enter a new password and click **Reset Password**:



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- Home
- My Profile
- My Passwords**
- My Security
- My Login History
- Request Hub

< My Passwords

Reset Password

To ensure your account's security, the password must meet the defined requirements. You will be guided on the requirements in real-time as you type.

Account(s): M

Password *

Confirm Password *

* Indicates required field

Password strength: None

Reset Password

My Security

My Security allows users to register a new Duo Two-Factor Authentication (2FA) mobile device (or remove an existing device) and the ability to update Security Questions:

To add a Duo 2FA device, click on Add a device. Enter the Device Name and phone number and click **Submit**:

Confirm that the phone number entered is accurate by checking the box. Choose a verification method to register the device and follow the specific prompts for the method chosen:

Skip Activation