

MyMC Account Management

Claim Your Account

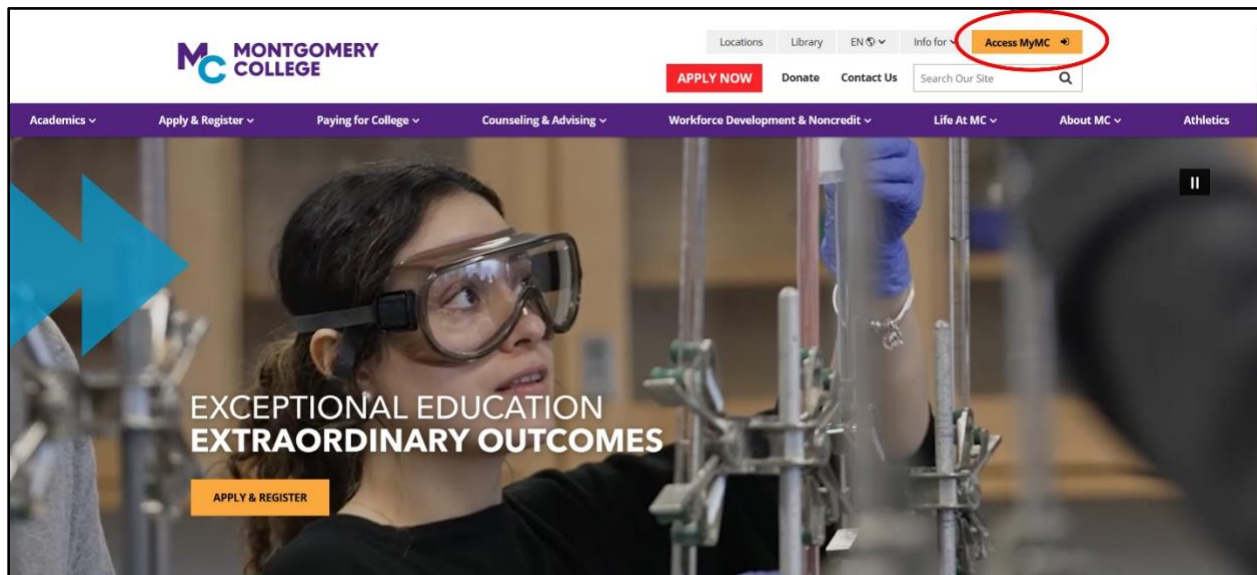
This document provides instructions for new employees and students on how to *Claim Your Account*. New users must first *Claim Your Account* to get access to MyMC and other Montgomery College resources.

Items needed before you begin:

- MyMC ID (may be found in the MC acceptance letter)
- M# (may be found in the MC acceptance letter)
- Mobile device to set up Two-Factor Authentication (2FA), **with the Duo Mobile app installed**. If you do not have a mobile device, contact the IT Service Desk, via email: itservicedesk@montgomerycollege.edu or call 240 567-7222.

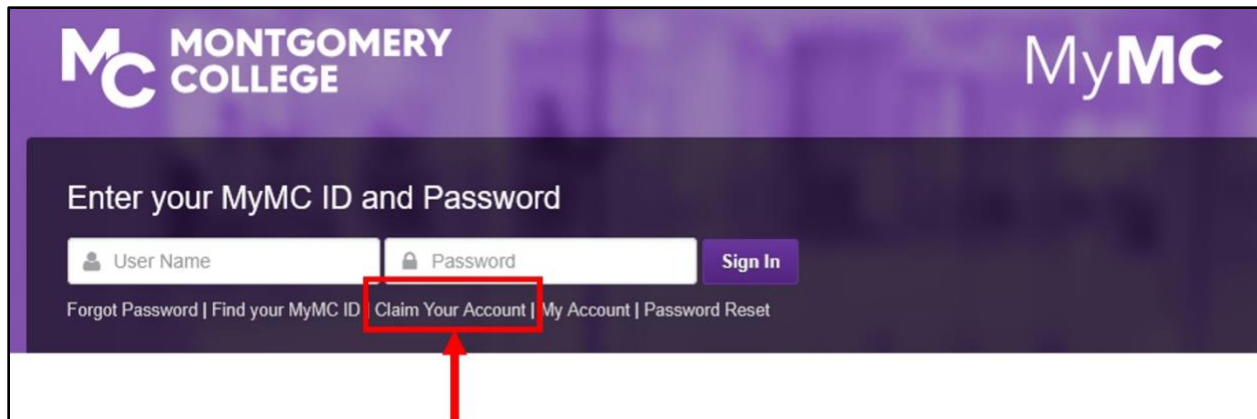
Step One

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



Step Two

Click on **Claim Your Account**:



MC MONTGOMERY COLLEGE **MyMC**

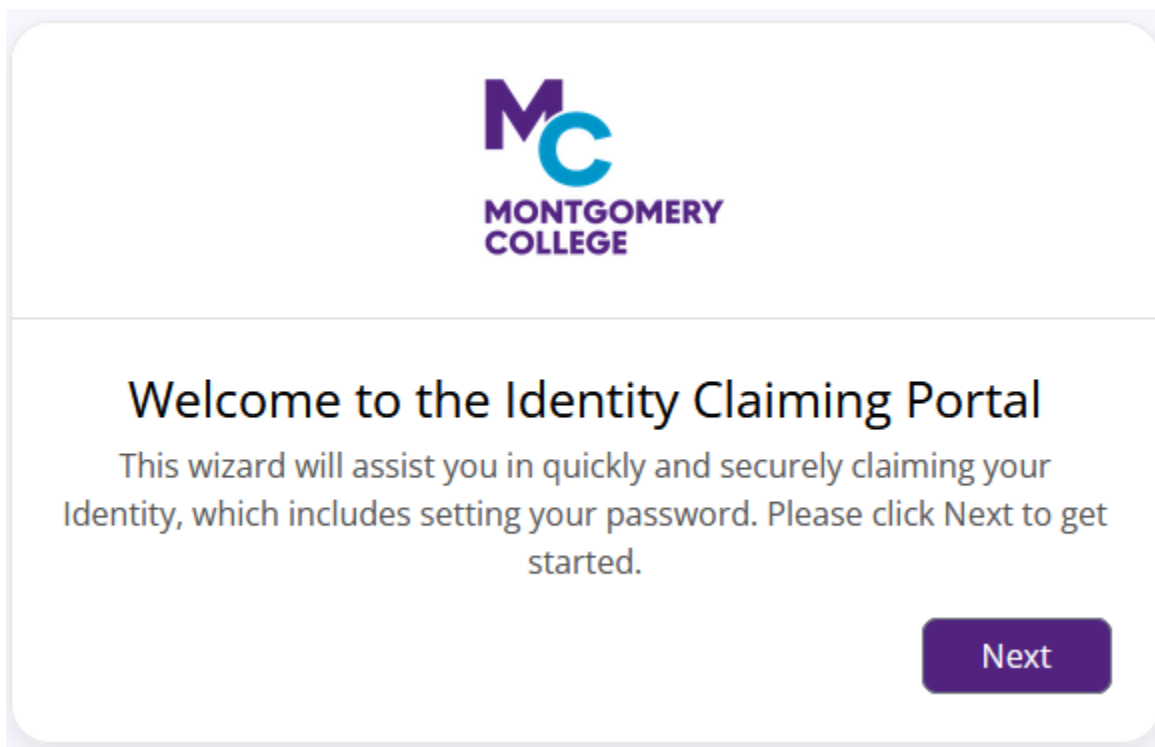
Enter your MyMC ID and Password

User Name Password Sign In

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

Step Three

Click on **Next** to begin the claim process:



MC MONTGOMERY COLLEGE

Welcome to the Identity Claiming Portal

This wizard will assist you in quickly and securely claiming your Identity, which includes setting your password. Please click Next to get started.

Next

Step Four

Enter your **MyMC ID** and **M#**:



Locate Your Identity

Please enter the information below to locate your Identity.

MyMC ID *

M# *

M# is 9 characters including the "M"

** Indicates required field*

Submit

Step Five

Review the Acceptable Use of Information Technology Policy (AUP) and **check the box**, *I have read the terms, and hereby agree to all the conditions*. Click **Next**:



Acceptable Use of Information Technology Policy (AUP)

Please review the Montgomery College Acceptable Use Policy by clicking [here](#).



I have read the terms, and hereby agree to all of the conditions.

Next

Step 1 of 5

Secret Questions ➔

Step Six

Select and answer the security questions. Click on **Submit**:



Secret Questions

Please select and answer the security questions below.

Question *

What is the city of your birth?

Answer *



Question *

What is the name of your pet?

Answer *



Question *

What is the name of the street you grew up on?

Answer *



* Indicates required field

Submit

Step 2 of 5

Setup Recovery Information ➔

Step Seven

Enter (or confirm) your recovery information. You may enter either a personal email address or a personal phone number. Click on **Update**:



Enter or Confirm your recovery information

Personal E-mail Address ✓

abcd45@gmail.com



Personal Mobile Phone ✓

240-xxx-xxxx



** Indicates required field*

! Verification required prior to change

✓ Verified attributes

Later

Update

Step 3 of 6

Duo ➔

Step Eight

Once the phone number and personal email address have been updated, a six-digit PIN will be sent to either your phone or email address (depending upon which one you confirm, or both).

Enter the PIN and click **Validate**:

Action Required

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

Personal E-mail Address

1

Pin sent to @gmail.com

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

Time Left: 0 hours 4 minutes 24 seconds

Cancel

Validate

Step Nine

Register your mobile device for Two-Factor Authentication (2FA) on the DUO Device Registration page. To register, enter the following:

- Device Type (choose from drop down menu)
- Device Name (choose any name you prefer)
- Platform Type (choose from drop down menu)
- Phone number
- Check the box to confirm the provided phone number is accurate

Confirm the phone number and click **Submit**:



Duo Device Registration

Register your device with Duo Mobile to add an additional layer of security.

* Indicates required field

Device Type

Mobile Phone ▼

Device Name *

Student B

Platform Type

Ios ▼

Country Code

🇺🇸 +1 ▼

Phone Number *

240 xxx xxxx

Format: (123) 456-7890, 123-456-7890



I confirm that the provided phone number is accurate.

[Setup Later](#)

Clear

Submit

Step 2 of 4

Setup Password ➔

Step Ten

From the Duo Device Registration screen, you may either **Activate using DUO Mobile**, if Duo Mobile is already installed

OR

Activate using the **Send a secure link to 240-xxx-xxxx** phone number or email method. The secure link will guide you to download the Duo Mobile app.

Follow the on screen instructions for the specific Duo device registration you have chosen:



Duo Device Registration

Register your device with Duo Mobile to add an additional layer of security.

* Indicates required field

Device Type

Mobile Phone ▼

Device Name *

Student B

Platform Type

Ios ▼

Country Code

+1 ▼

Phone Number *

240 xxx xxxx

Format: (123) 456-7890, 123-456-7890

☒ I confirm that the provided phone number is accurate.

Choose a verification method



Activate using DUO Mobile



Send email to abcd4@gmail.com



Send a secure link to 240 xxx xxxx

Skip Activation

Step 4 of 6

Setup Password ➔

Step Eleven

Create a password to secure your MyMC account. Click on **Reset Password**:



Let's secure your account with a 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.

Username: studentb

Password *

.....



Confirm Password *

.....|



** Indicates required field*

Password strength: Strong

Fantastic! Your password is exceptional.

Reset Password

Step 4 of 5

Summary ➔

Step Twelve

Upon successful completion, you will see this **Identity Claim Completed** page:



Identity Claim Completed!

Your Identity has been successfully claimed. You will be redirected shortly, or you can click the button below to continue.

Step 5 of 5

[Complete](#)