Setting Up Your MC Portal

You'll need to set up your MC portal before you can access your **MC Canvas** or your **MC student email.**

Step 1: Go to the Merced College website (<u>mccd.edu</u>) and click on MC Portal (<u>mc4me.mccd.edu</u>).



Mer	ced College
MC4M	e de MySite Portais
READ THIS	FIRST, before logging in for the first time!
<u>I forgot my</u>	password Reset password
Update acco	unt information
New to the	portal? Find your username
Security (<u>s</u>	now explanation)
8	This is a shared or public computer (10min timeout) This is a MC campus or private computer (6hr timeout)
User Name:	
Password:	
	Log On
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Step 3: Enter your last name and your 7-digit Merced College ID number and submit. (If you don't know your MCID number, see Ms. Leonard in the counseling office.

Step 2: Click on "<u>New to the portal? Find</u> your username"



Step 4: After your username is displayed, close the window by clicking "OK". Log into the portal with your username and your 6-digit birth date (**mmddyy**) as your password. (The birth date is only your password the FIRST time you login into the portal.) You'll be asked to change your password after you login for the first time.

This same username and password will also log you into your <u>MC Canvas</u>.

Congratulations, you are in your Mc Portal.

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From your MC Portal, you can click on "WebAdvisor for Students" to:

- Check your class schedule
- Drop a class
- Access your grades
- Order transcripts
- Pay fees

You can also sign into your MC student email account.



- Your MC student email address is your MC portal username @campus.mccd.edu
 Example: jane.doe@campus.mccd.edu
- Username: your MC email (jane.doe@campus.mccd.edu)
- Password: same password as your MC portal

You can also sign into your email at www.office.com.