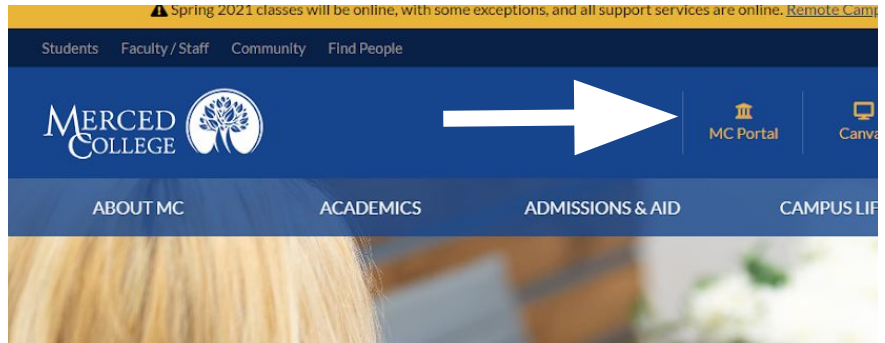


Setting Up Your MC Portal

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 (mccd.edu) and click on MC Portal (mc4me.mccd.edu).

A screenshot of the Merced College MC4Me & MySite Portals login page. The page has a blue background with white text. It includes a 'Log On' button and a 'Log Out' button. A white arrow points to the link 'New to the portal? Find your username'.

Step 2: Click on "[New to the portal? Find your username](#)"

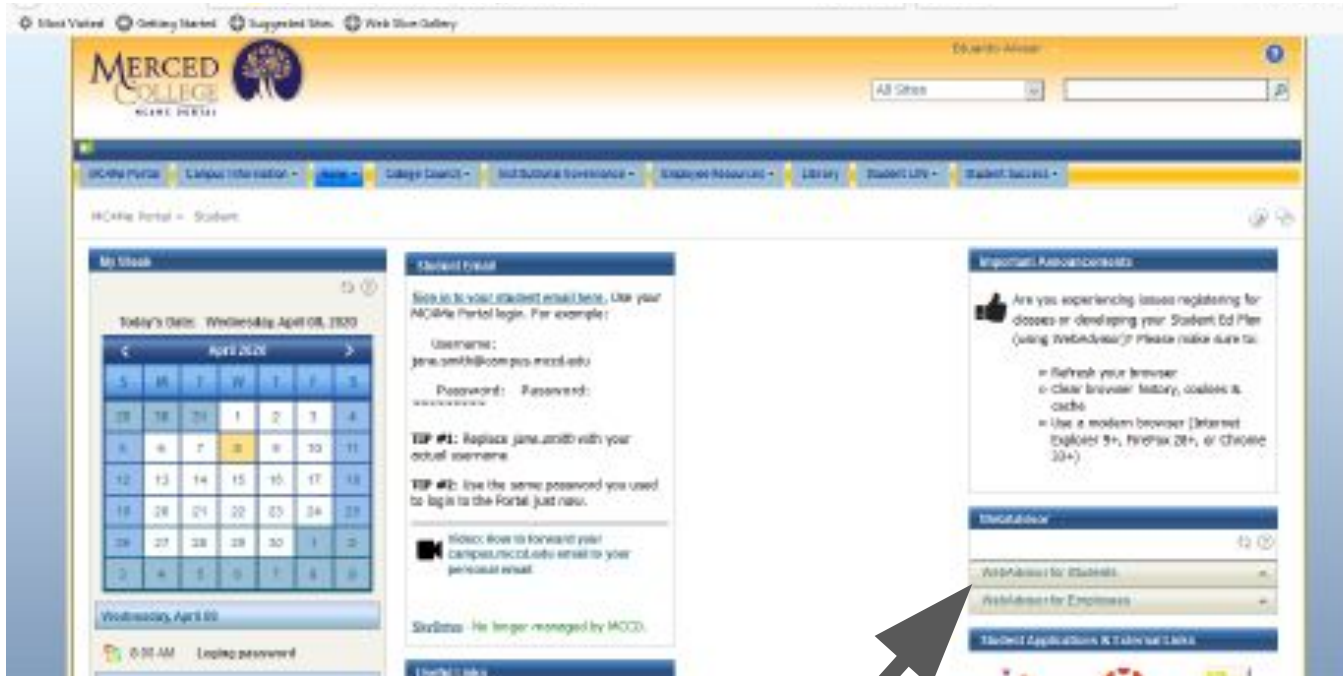
Step 3: Enter your last name and your 7-digit Merced College ID number and submit. (If you don't know your MCID number, see Ms. Leonard in the counseling office.)

A screenshot of the 'What's my User ID?' form. The form has a white background with a blue border. It includes a 'SUBMIT' button and a 'Log Out' button. A black arrow points to the 'Last Name' field, and another black arrow points to the '7 Digit Student ID' field.

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 [MC Canvas](#).

Congratulations, you are in your Mc Portal.



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.