

Dear New Faculty Member:

In order to view secured content such as your courses and email: login to the My MCC web portal at <https://mymcc.middlesex.mass.edu> Use the information provided below to learn how to log in to the My MCC web portal.

Please Note: It is recommended that you log in and reset your password prior to attending the New Faculty Orientation or before the first day of classes. This helps insure that you are up and running for the start of the semester. Your email address will be as follows (lower case, no spaces): lastnamefirstinicial@middlesex.mass.edu For Example, if Charles Brown is an employee, his email address would be brownc@middlesex.mass.edu

Logging In

1. Go to the **My MCC** web portal: <https://mymcc.middlesex.mass.edu>
2. Log in to **My MCC**:
 - For the Username field: Faculty & Staff enter your assigned user ID
 - For the password field: Enter your 6-digit pin number.

Unknown Username and/or Password

If you do not know or have forgotten your **My MCC** log in information, you may obtain your information by using the **online tool** located on the opening page of the **My MCC** web portal. Simply click the **“Forgot Your Password link?”** Link to start the process.

Prerequisites: To use the online tool to look up and/or reset your account information, the following data must be stored **correctly** in the Colleges’ main database: First Name, Last Name and Social Security Number.

If your date of birth is store correctly in the College’s database, and that is the only security question option offered to you, the you may enter that information to verify your identity.

Setting a Complex Password

A complex password is the first line of defense against unauthorized access to your computer and related network resources.

1. Log in to the **My MCC** web portal and click on the link for **“Update Your Personal Information.”**
2. Click the **“Change Your MCC Password”** link and follow the prompts provided.
 - A complex password cannot contain any part of the user’s account name.
 - A complex password **must follow three** of the following four rules.

Example:
BlueShoes#2
FunSun@1
3Green Tree@
Friedegg4%
 - 1. Include an English uppercase character (A-Z):
 - 2. Include an English lowercase character (a-z):
 - 3. Include a number:
 - 4. Include a special character:
 - Do not use any of the examples above as a password.
 - A complex password is significantly different for previous passwords.
 - The system will “remember” the last twenty-four passwords used, and will not allow these choices for a new password.