

Creating_a_My_Mcc_Portal_account

How to create a My Mcc Portal account

To set up a My Mcc Portal account, the place to start is the [Account Creation Utility Page](#)

Please note: A MyMCC Portal Account cannot be created until within 30 days from the start date of your class.

When creating an account on the Account Creation Utility Page, enter your Student ID number (**Click here to learn how to find your Student ID number**), your date of birth, a username (**the username you choose cannot be changed. Please choose carefully**). This username will be used as your email address, it will also be visible to instructors, students, and college employees. When choosing a username make sure to follow the following criteria.

Guidelines for selecting username

1. For students the username must be between 4 and 8 characters, for faculty and staff it must be between 4 to 15 characters long.
2. Usernames must begin with a letter
3. Usernames may only contain lowercase letters (a through z) and/or numbers (0 through 9).

Guidelines for selecting a password

1. Password must be between 7 and 20 characters long
2. Password must contain at least one number, one uppercase letter, and one lowercase letter.
3. Password cannot contain any special characters.

Once you have filled out the entire form click on the submit button. The process of the account creation will take approximately 20 minutes.

If assistance is needed please call Technology Support Services at (480) 461-7217.