

# MCC Login Information

## WebAdvisor ~ Student Email ~ Blackboard

### Setting Up Username and Password

All MCC students will need login information in order to access certain student resources. Students will need to know their WebAdvisor User ID to login to these services.



Access WebAdvisor via the web by clicking on the WebAdvisor link at the top right on the MCC home page at [www.montgomery.edu](http://www.montgomery.edu) or directly at <https://webadvisor.montgomery.edu>

#### STEP 1: Obtain your User ID and Username through WebAdvisor:

MCC User IDs will be automatically generated. It is possible that your User ID has changed since the last time you were a student at MCC. It is important that you go to WebAdvisor to obtain your User ID. You will need this User ID for **WebAdvisor, Blackboard** and your **MCC Student Email** account.

At the WebAdvisor screen, choose **What's My User ID?** link at the bottom right. On this screen you will enter your **Last Name** and **either** your **SSN** *or* your **Student ID number**. **Do NOT enter both numbers**. Click Submit, then write down your User ID and click OK.

#### STEP 2: Create Your WebAdvisor Password:

On the WebAdvisor Welcome screen, click the **Reset Password** link at the bottom right, then click Reset Password again to go to the Password Portal. Enter your WebAdvisor username, and click Next. Enter the requested information at the next screen. You can find your 7-digit College ID on previous correspondence such as your *acceptance* or *need* letter. Be sure to enter your birthdate as MMDDYY (no dashes and only using two numbers for the year).

Now create your password and confirm it. Passwords must be at least 8 characters and contain at least 1 Upper Case, 1 Lower Case and 1 Number. (Example Green1Tea)

#### STEP 3: Access Your MCC Student Email:



Access student email via the web by clicking on the TrailMail link on the MCC home page at [www.montgomery.edu](http://www.montgomery.edu) or directly at [mail.google.com/a/student.montgomery.edu](mailto:mail.google.com/a/student.montgomery.edu)

Use your WebAdvisor User ID (Step 1 above). Your MCC email address will be **UserID@student.montgomery.edu**. Example: If your user name is **smithp5622**, your email address will be **smithp5622@student.montgomery.edu**.

#### Student Email Password:

Your email password will be the same as the WebAdvisor Password you set above, so be sure you have completed above Step 2 first. **Note: If Gmail asks you to create a password after you have used your WebAdvisor password, enter Mcc2017\* to complete the setup, then exit Gmail. Now go back to the Password Portal (<https://reset.montgomery.edu/PasswordReset/>) and reset a 2<sup>nd</sup> time and use this new password for all services.**

#### Access to Online Courses

If you are taking classes online you will access these courses through Blackboard at [mcc.blackboard.com](http://mcc.blackboard.com)

Use the same UserID and password you setup in Steps 1 and 2 above.

**IMPORTANT: CHECK YOUR SCHEDULE FOR COURSE START DATE. YOU WILL NOT HAVE ACCESS TO BLACKBOARD UNTIL THE FIRST DAY OF THE COURSE.**

# Frequently Asked Questions

## Where Can I Find My Student ID Number?

The Student ID Number appears on your schedule, listed as “ID Number,” or it can be found on the back of your Student Photo ID. It is a seven (7) digit number.

## How do I access my online course at MCC?

If you are in an online course or if your seated course uses Blackboard as a resource, you will need to access Blackboard. You can access Blackboard at [mcc.blackboard.com](http://mcc.blackboard.com). **Note: Courses are not available until the first day of class and new students may not be able to login until the first day.**

## There is a mandatory course assignment in all of my online courses—do I have to complete for each course?

Yes! It is important that you complete the mandatory assignment by the due date for EVERY course you are enrolled. **If you do not complete the assignment by the due date, you will be automatically dropped from the course.**

## Are there on campus computers and Internet access for students?

Yes! Students may use the computers in the MCC Library and individual student assistance is available in the CATS lab located at the back of the library. To log into these computers, you will need your username and password created from the instructions above.

## Where can I find technical help with issues such as logging in or getting started in Blackboard?

MCC has several ways you can get assistance with technology and online courses.

**MCC Student Help Email:** [studenthelp@montgomery.edu](mailto:studenthelp@montgomery.edu)

**MCC Distance Learning Office:** Dee Blake at 910-898-9646 or email [blaked@montgomery.edu](mailto:blaked@montgomery.edu);

Cindy Ellison at 910-898-9645 or email [ellisonc@montgomery.edu](mailto:ellisonc@montgomery.edu)

**MCC CATS Lab:** Call 910-898-9648 or stop by the lab and speak to one our lab assistants.

Learn how to:

- Log into your course & navigate Blackboard.
- Access your student email.
- Find your course syllabus.
- Be a successful online student.