

1. Click on [WDCE Web Registration](#) and follow the instructions below. Call Customer Service at **240-567-5188** if you need additional help.
2. Click on the **+** under “Web Registration Instructions for New Students” and click on **Web Application Login**

Web Registration for New Students.

You are considered a new student if you have never taken a class or event sponsored by Montgomery College.

Web Registration Instructions for New Students +

The first thing you will need to do is create your "Web Application". Please follow directions. You will be admitted for the term you state on your admissions application and will remain admitted to Montgomery College for ALL future terms and at ALL campuses for WDCE classes only.

Before you start your web application for first time users please note these two important items.

- When you select **Application Type** make sure you apply as a **WDCE Workforce Dev & CE** student to avoid the nonrefundable \$25.00 charge.
- You will initially create a temporary login id and pin for web admissions only. Later in the process after you create your security questions, a NEW **MyMC** login ID and Pin will be issued to you once you are admitted. Please be sure to write these down.

Start the Web Application

- Here is the link to **Web Application Login**. In the lower left of this page there is a link to **"First time user account creation"**. Click on that link to start your web application.
- Follow the directions to create your admissions login and pin, click **login** to go to the next page.
- Follow the instructions to complete your application.
- Once you receive the "Thank you for Applying" letter, print it and follow instructions to create a new PIN and

3. Click on **"First time user account creation"**

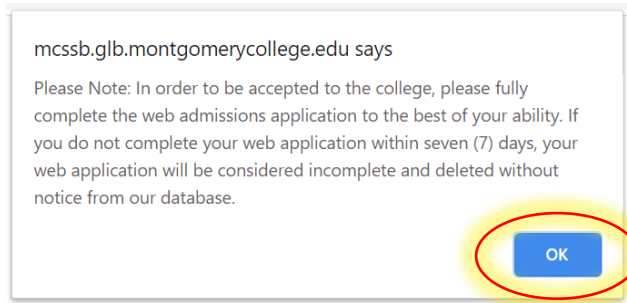
Login ID:

PIN:

Login

[First time user account creation](#)

4. Read the pop up text and click OK




5. Follow the requirement for creating a login ID and PIN and click Login

To create your Login ID and PIN:

1. Create your Login ID - it can be up to **9 alphanumeric characters, use letters (case sensitive) and numbers ONLY. Do Not Use Social Security Numbers as your Web Admissions Login ID!**
2. Create your PIN - **PIN must be 6 numbers.**
3. Enter your PIN again to verify it.
4. Click on the Login button to create your Web Application Login ID and PIN.

Please scroll down to access Login button.

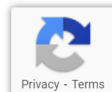
 Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:



6. Under Application Type, please select "WD&CE- Workforce Dev & CE" Click Continue

Application Type:

[Return to Home](#)

A. New to College

A. New to College

B. Prior College

C. Dual Enrollment

D. Student Visa-I20 Request

E. WD&CE - Workforce Dev & CE

F. ACES App (For Juniors Only)

7. Select the admission term and fill out your information – Then click “Fill Out Application”

* - indicates a required field.

Application Type: E. WD&CE - Workforce Dev & CE

Admission Term:* Select... v

First Name:* Select...

Middle Name: Fall 2022

Last Name:*

Fill Out Application

8. When Pop up appears click OK

mcssb.glb.montgomerycollege.edu says

Please Note: In order to be accepted to the college, please fully complete the web admissions application to the best of your ability. If you do not complete your web application within seven (7) days, your web application will be considered incomplete and deleted without notice from our database.

OK

9. Fill out your personal information by clicking on each of the 4 categories shown below.

- 1. Name Verification
- 2. Address and Phone
- 3. Personal Information
- 4. Electronic Signature

Application is Complete Finish Later

i. 1. Name verification: Fill out your information and click Continue

* - indicates a required field.

Last Name or Family Name:*

First Name:*

Middle Name or Middle Initial:

Prefix (Mr. or Ms.):*

Suffix:

Previously Applied?:* Yes No

Previously Attended?:* Yes No

Checklist Continue Finish Later

ii. 2. Address and Phone: Fill out your information and click Continue

* - indicates a required field.

Permanent Address

Street Line 1:*

Street Line 2 (no symbols allowed):

City:*

State:*

Zip Code (five digits):*

County (If outside of MD, choose "Other"):*

Daytime Phone Number (No hyphen) (xxxxxx)-(xxxxxxxxxxx) (xxxxxxxxxxx extension):

Form fields for address and phone number, including dropdown menus for State and County, and input boxes for Street Line 1, Street Line 2, City, Zip Code, and phone number.

Navigation buttons: Checklist, Continue (highlighted), Finish Later

iii. 3. Personal Information: Fill out your information and click Continue

* - indicates a required field.

Lived in Montgomery County, MD for the last three months:*

Yes No

I consider Maryland to be my permanent place of abode, where my possessions are maintained and where I intend to remain indefinitely.*

Yes No

Citizenship Status:*

None

Email:*

Input box for email

Verify e-mail address:*

Input box for verifying email

Social Security Number (XXXXXXXX):

Input box for Social Security Number

Gender:*

Male Female

What is your ethnicity?

Ethnic Category:*

- Hispanic or Latino
- Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

Race:*

American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian and Pacific Islander

Birth Date: * Month (None) Day (None) Year (YYYY)

Navigation buttons: Checklist, Continue (highlighted), Finish Later

iv. 4. Electronic Signature: Be sure to complete the Electronic Signature by typing your name inside the box on category #4. Click continue.

4. Electronic Signature (Checklist item 4 of 4)

Type your full name to accept the following:

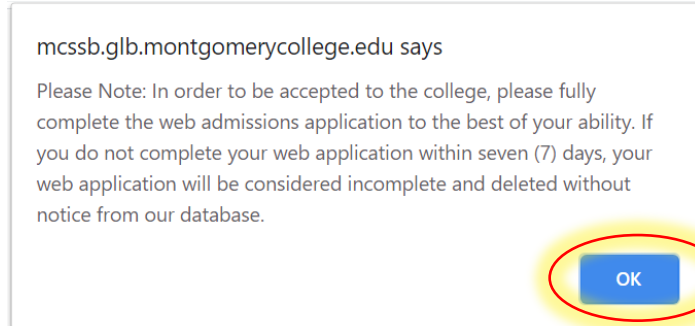
* - indicates a required field.

By submitting the online information, you agree to the following statement: I certify that this information is correct and complete. I agree to abide by the policies and procedures of Montgomery College. Additionally, I understand that I am responsible for all costs including necessary collection costs to satisfy my debts to the College. Upon request by a designated college official, I agree to provide evidence of the information submitted for verification by the College.*

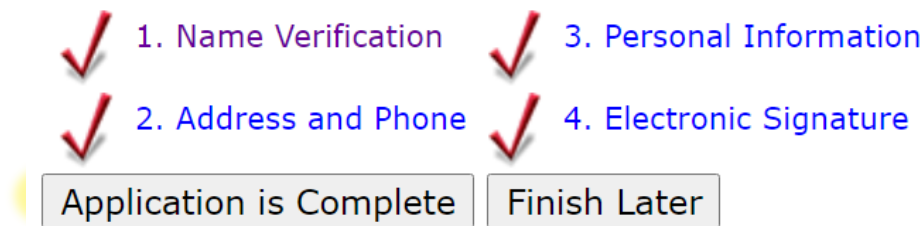
Large empty box for electronic signature, highlighted with a red circle.

Navigation buttons: Checklist, Continue (highlighted), Finish Later

10. When Pop up appears click OK



11. Once all sections are complete, you should see a check mark on each category as shown below: Click "Application is Complete"



12. Read and click "I agree to the terms"

Admissions Agreement

You must agree to the terms below, or you will information can be found in the HELP link above

I understand that withholding information make me ineligible for admission to the co application are correct and complete, inclu

I understand by submitting this Admissior number, date of birth, and ACCUPLACER s of determining my eligibility for the Altern based on a final semester grade of B or hi

[I agree to the terms](#)

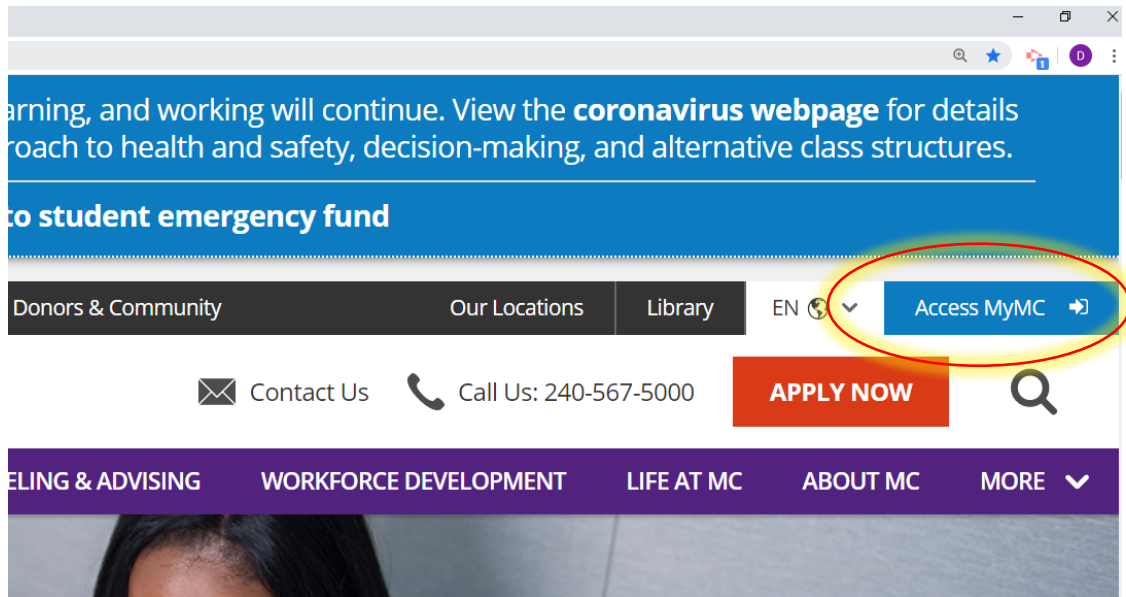
[I do not agree](#)

13. You will then receive your M# and MyMC ID: with this information go to your MyMC and [CLAIM YOUR ACCOUNT](#)

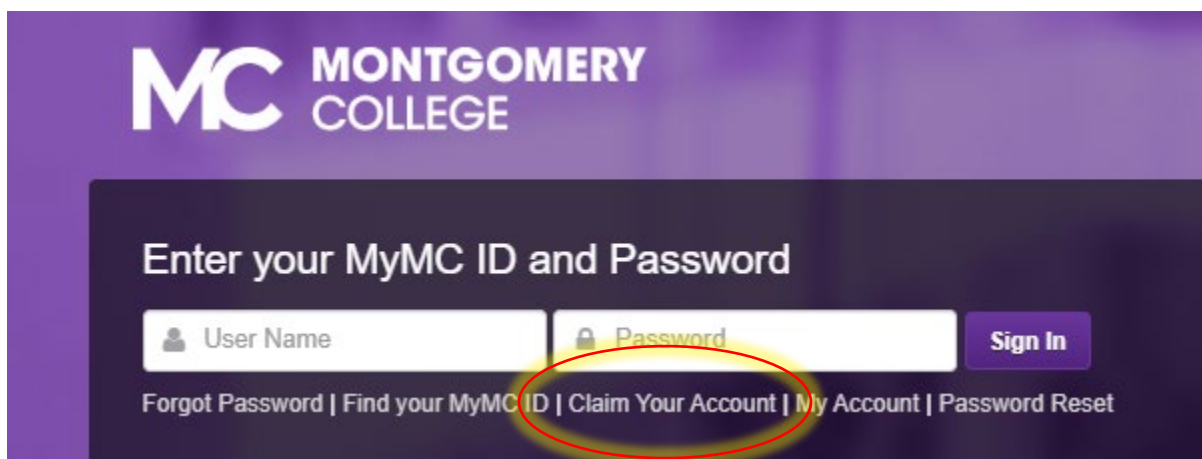
*** If you need assistance creating your account or receive a "PUSHERR issue", Please call us at 240-567-5188.**

CLAIMING MY ACCOUNT

1. If you are a new student, you must first claim your account to get access to your MYMC. Go to www.montgomerycollege.edu and click on [Access MyMC](#)



2. Click on **Claim Your Account**



3. Enter your **MyMC ID** Username and **M#** (if you don't have this information, call 240-567-5188)



1 Claim Account - Enter your user information

* MyMC ID:

* M#:

M# is 9 characters including the "M"

SUBMIT

* Required field

4. Read and click **Accept** the Information Technology Policy

2 Review and accept terms of use

Acceptable Use of Information Technology Policy (AUP)

Acceptable Use of Information Technology

I. To provide adequate and continuing support of the instructional mission of the College, it is the intent of the Board of Trustees to provide technology resources made available by the Board to students, faculty and staff, and any non-College individuals and entities. The Board of Trustees has established acceptable standards for all users with regard to the use of facilities, equipment and tools, as well as acceptable standards of conduct that apply to the use of information technology resources as well. The ability to use these resources is a privilege granted by the Board of Trustees' priorities and available funding. No one can or should assume that because this policy is silent on a particular activity, that it is then acceptable, condoned, or legal.

II. The College, through policies, procedures, and regulations has already established acceptable uses of College resources. These include policies and the Montgomery College Student Handbook. There already exist federal, state, and local laws, rules and other unlawful acts. Those same disciplinary actions that apply to the misuse of other resources and behaviors may be applied to the misuse of information technology resources. Those who request and/or are given access to College-owned and operated information technology resources agree to use those resources in compliance with Board of Trustees' policies, as well as all applicable laws, procedures, rules and regulations.

III. The President is authorized to establish procedures to implement this policy.

DECLINE

ACCEPT

5. On “Claim Account- User Details”, Click **Next**

3 Claim Account - User Details

Your MyMC ID is: **Username**



Click the Next button to continue configuring your Security Profile and Password for the first time.

NEXT

6. Complete the security questions and click **Submit**

4 Manage security questions



Question 1

 What is your favorite food?
Click on the  button to select a different question.

Answer 1

Re-type Your Answer 1



Question 2

 What is your favorite city?
Click on the  button to select a different question.

Answer 2

Re-type Your Answer 2

Question 3

 What is the name of the first school you attended?
Click on the  button to select a different question.

Answer 3

Re-type Your Answer 3

7. Create a new password using the “password rules” shown on the screen. Click **Submit**

5 Create and confirm your new password

* New Password:

Password Strength:

* Re-type Password:

SUBMIT

Password Rules	MyMC ID
Mandatory	
Length: Minimum	8
Length: Maximum	60
Letters: Minimum	2
Letters: Maximum	30
Numbers: Maximum	30
First Name: Disallow first N characters	Yes
Last Name: Disallow first N characters	Yes
Preferred First Name: Disallow first N characters	Yes
Preferred Last Name: Disallow first N characters	Yes
First Name: Disallow reverse or circular shift	Yes
Last Name: Disallow reverse or circular shift	Yes
Preferred First Name: Disallow reverse or circular shift	Yes
Preferred Last Name: Disallow reverse or circular shift	Yes
Identity User ID: Disallow contain	Yes
User ID: Disallow reverse or circular shift	Yes
Valid characters	/!%.)(&^~ []?<>+!:@#=\$
Conditional rules to be satisfied	3 out of 4
Conditional	
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
Special characters: Minimum	1

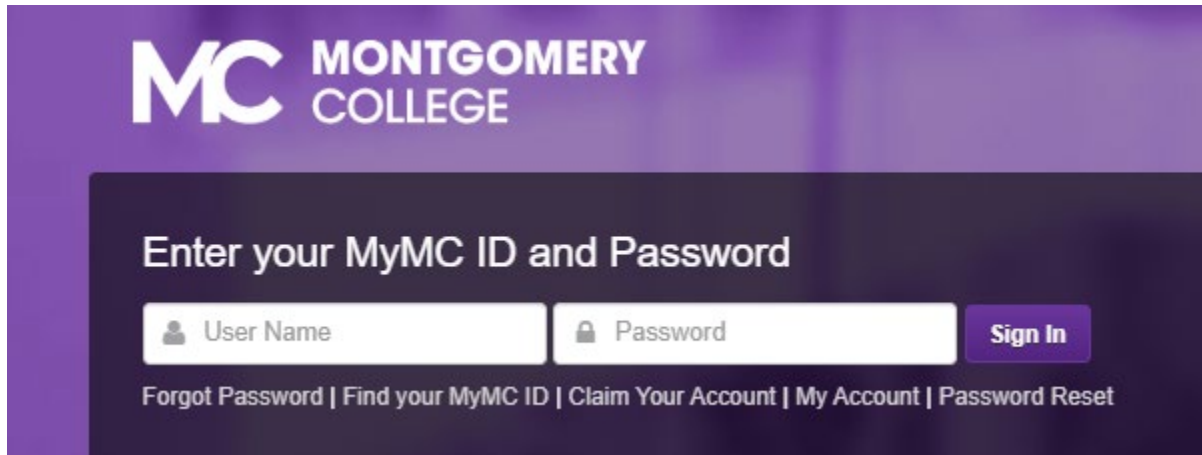
8. Click **OK** on the pop up confirming your password reset.

Information

You have successfully reset your password. Press the OK button to view your profile where you can confirm or update your personal phone number and personal email address. Providing this information will allow you to use our SMS password reset tool if you ever forget your password in the future.

OK

9. **Exit** the screen and go back to Access MYMY (or click the link below) and **log in** using your new password.
Click here to [Access MyMC](#).



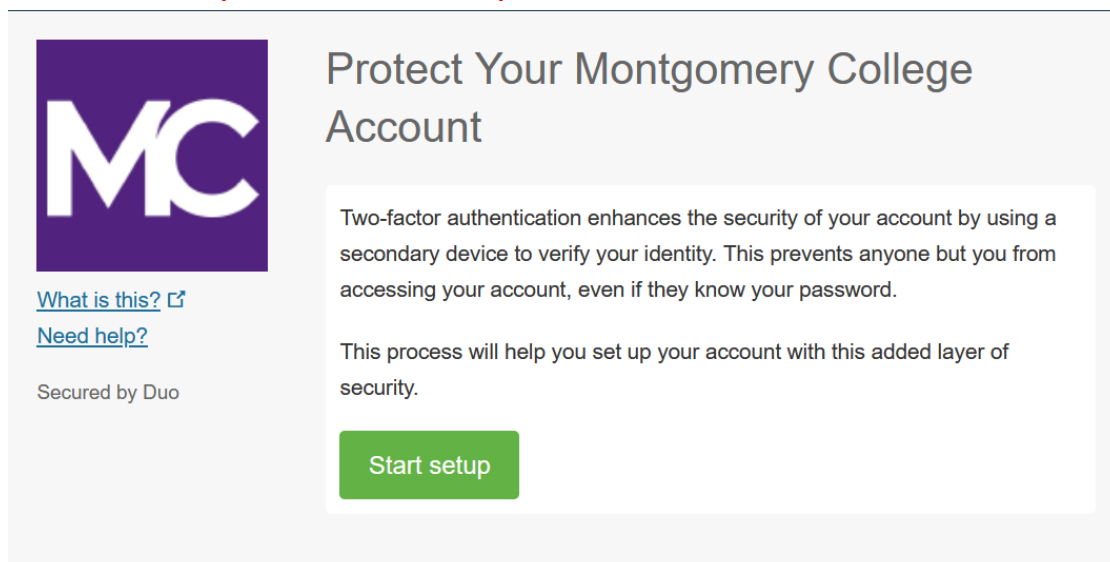
MC MONTGOMERY COLLEGE

Enter your MyMC ID and Password

User Name Password Sign In

[Forgot Password](#) | [Find your MyMC ID](#) | [Claim Your Account](#) | [My Account](#) | [Password Reset](#)

10. **Once you sign in, set up your 2-Factor- Authentication DUO MOBILE PUSH** by following the steps prompted on your computer. Note: you will have to download the **DUO Mobile App** on your mobile device to continue. If you need additional support with this step, call the IT Help Desk 240-567-7222.



MC

Protect Your Montgomery College Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

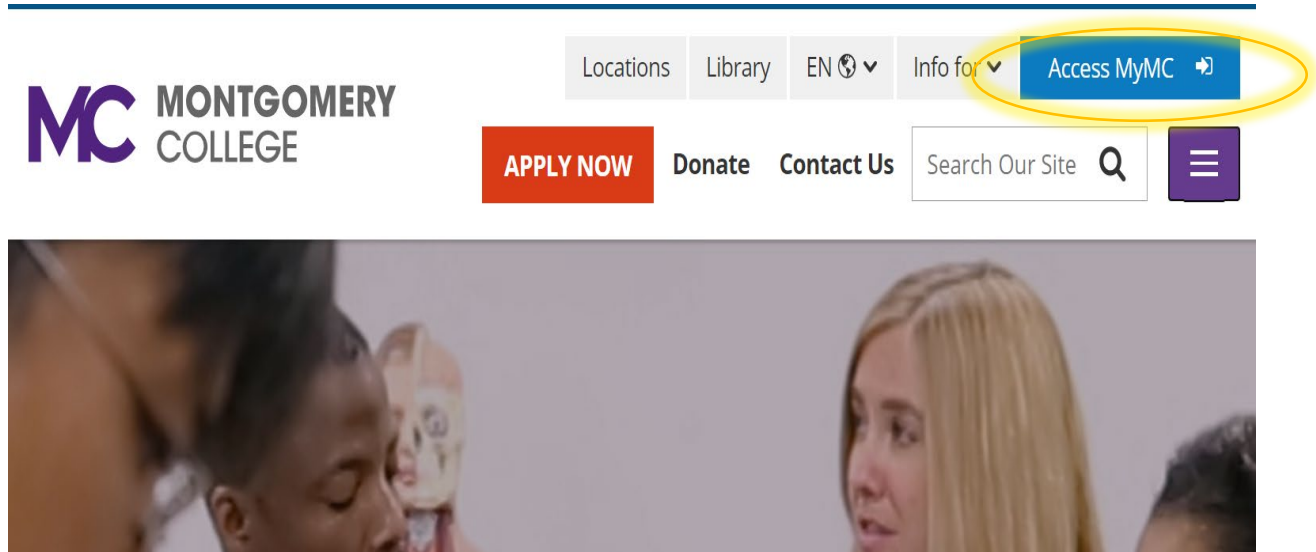
Secured by Duo

Start setup

If you have any questions, please call us at 240-567-5188

REGISTERING FOR CLASSES

1. Go to www.montgomerycollege.edu Click on [Access MYMC](#).
*Some devices may require you to click on the *menu option* to click on the **Access MyMC** icon.



2. Log in using your MyMCID (username) and password.
 - If you do not know your MyMCID (username), click on "[Find Your MyMC ID](#)". You will need your M#. To get your M# call 240-567-5188
 - If you do not know your password, click on "[Password Reset](#)". You will need your username and M#.

 A screenshot of the Montgomery College MyMC login page. The background is purple with the MC MONTGOMERY COLLEGE logo in white. Below the logo is a dark purple box containing the text 'Enter your MyMC ID and Password'. There are two input fields: 'User Name' with a person icon and 'Password' with a lock icon. To the right of the 'Password' field is a purple 'Sign In' button. Below the input fields are several links: 'Forgot Password', 'Find your MyMC ID', 'Claim Your Account', 'My Account', and 'Password Reset'.

3. Set up your 2-Factor- Authentication **DUO MOBILE PUSH** by following the steps prompted on your computer. Note: you will have to download the **DUO Mobile App** on your mobile device to continue. If you need additional support with this step, call the IT Help Desk 240-567-7222.

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This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

Secured by Duo

Start setup

4. Once you are logged in, click on **Registration**
*Some devices may require you to click on the *main menu* option to view all the menu icons.



MC MONTGOMERY COLLEGE

Counseling & Advising Network | Blackboard | E-mail | Calendars

Home | Employee Resources | Training and Professional Development | My Classes | **Registration** | Financial Aid | Pay My Bill / Manage Account | Counseling and Advising | Life at MC | Collegewide Services | Alumni | Forms

5. Under **Registration Tools**, click on **“Register for Classes”**

Registration Tools

Register for Classes | View My Class Schedule | Browse Class Schedules | Add or Drop Classes | View Holds | Change Majors

6. Select the term and click **SUBMIT**.

Select Term

Select a Term: Ex: Fall, Spring, Summer I or II ▼

Submit

Tip:

Summer I = CRN starts with a 4 _ _ _ _

Summer II = CRN starts with a 1 _ _ _ _

7. Inside the rectangle below CRNs, type in the CRN number of the class you would like to register for (this should be a 5 digit number). Then click on **Submit Changes**.

***Visit [WDCE Schedule](https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html) for updates or click the link below:**

<https://www.montgomerycollege.edu/workforce-development-continuing-education/course-offering-schedule/index.html>

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

8. Under Current Schedule, you will see the classes you are currently registered for, click on **Pay for classes and complete registration** (in red at the bottom menu option).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
Registered	Counter on Apr 05,2022	17055	ESL	320	2	Non Credit

Total Credit Hours: 0.000

Billing Hours: 0.000

CEU: 6.800

Minimum Hours: 0.000

Maximum Hours: 7.000

Date: Apr 05,2022 01:29 pm

Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

[[View Holds](#) | **Pay for classes and complete registration**]

9. You will see a summary of the total charges. **Click on Payment** (at the bottom of the screen)

*Please note: To complete your registration, you must pay for your class.

Total Credit Hours: 0.000

Tuition and Fees for Current term

Detail Code	Description	Amount
CEFE	CE Fee	\$90.00
TUCE	CE Tuition	\$520.00
Total Charge:		\$610.00

[[Payment](#) | [Week at a Glance](#) | [Student](#)

10. You will be re-directed to another window to make a payment. **Click on Make Payment** in green.



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account

ID: xxxxx6203

Balance

\$610.00

[View Activity](#)

[Enroll in Payment Plan](#)

[Make Payment](#)

11. Click on the "Add" button and click on **Continue**.

Pay By Term

Select 'Add' to add input amount or enter different amount by selecting input.

Current Term | \$610.00

\$ 610.00 **Add**

Select input to change payment amount

\$610.00

Payment Total: \$610.00

Continue

12. Click on method, select "Credit or Debit Card" then click continue.

Amount \$610.00

Method

Credit or Debit Card ▼
Select Method
Saved Payment Methods
Other Payment Methods
Credit or Debit Card

Back Cancel **Continue**

13. Fill out your credit card number and click continue.

Account Information

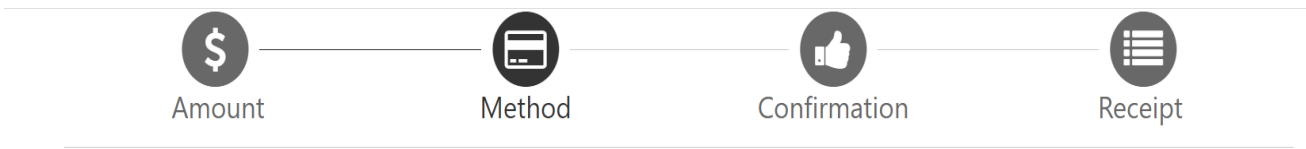
* Indicates required fields

*Card number:

Input field for card number, highlighted with a yellow oval.

Buttons: Back, Cancel, Continue. The Continue button is highlighted with a yellow oval.

14. Fill out the rest of the credit card required fields and click continue.



Amount \$610.00

Method Credit or Debit Card

Account Information

* Indicates required fields

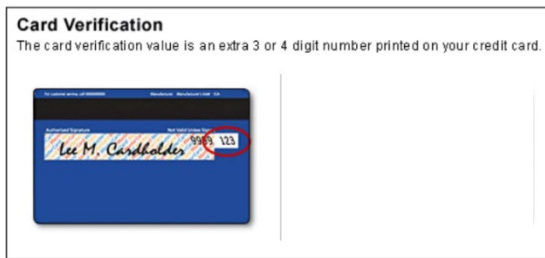
*Card account number: xxxxxxxxxxx7906

*Name on card: [Input field]

*Card expiration date: 02 2022

*Card Verification Value: [Input field]

Card Verification Value Example



Option to Save

Save this payment method for future use

Save payment method as: [Input field]
(example My CreditCard)


Buttons: Back, Cancel, Continue. The Continue button is highlighted with a yellow oval.

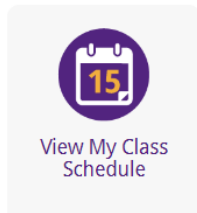
Submit your payment and please print your receipt for your use.
If you have any questions or need additional assistance please call: 240-567-5188

USE YOUR MYMC ACCOUNT:

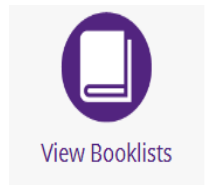
Now that you are able to log into MyMC to register and pay, please note these other available tools in your MyMC account.

By clicking on “My Classes” on the top menu option, you can:

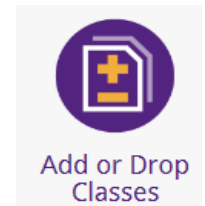
- 1. View your class schedule and find the instructors name and email.
Click on the envelope  icon to send an email to your instructor.



- 2. View the booklists to see if textbooks are required.
Use your M# and select the term to see a list of required books.



- 3. Add or drop courses (before the start date).
To drop courses after the start date, fill out and submit a [WDCE Drop Form](#).



Home Employee Resources Training and Professional Development **My Classes** Registration Financial Aid
 Pay My Bill / Manage Account Counseling and Advising Life at MC Collegewide Services Alumni Forms

Degree and Class Tools

- Blackboard
- View My Grades
- View My Class Schedule
- Schedule an Exam
- Change Majors
- View Booklists
- Add or Drop Classes
- Request Transcript
- Degree Audit
- Request Enrollment Verification
- Apply for Graduation