

To access MyMCTC Self-Service, follow the following steps:

1. Go to www.mctc.edu
2. Click on the “**MyMCTC**” link in the upper left of the Mountwest homepage.
3. Your “**User ID**” is your 942#
4. The default PIN has been set to your 6-digit date of birth of the form MMDDYY (e.g. a birthday of June 1, 1980 would be entered as 060180)
5. You will be prompted to change your PIN.
6. Follow the on-screen instructions to enter your old PIN (your birthday in the format above), and then enter and re-enter your new PIN.
7. Next, you will then be prompted to re-enter your new PIN followed by creating a security question for your account.
8. When creating your security question, you can enter any question as long as it is at least 40 characters in length. If it is not, then your security question will not save.
 - o To ensure your question is at least 40 characters, try to be as specific as possible.
 - o For instance, avoid asking “*What is my dog’s name?*” because is not long enough. Instead, use questions, such as:
 - “*What was the name of my favorite stuffed animal that I had as a child?*”
 - or*
 - “*When I was a child, what did I want to be when I grew up?*”
9. Enter your answer and submit.

Your new information should now be saved. To access MyMCTC in the future, use your 942# and your new PIN.

If you should require assistance, please call 304-710-3471, visit the IT HelpDesk in room 108, or go to <http://cs.mctc.edu>.