

**Disclaimer:** *Your MCTCNet account is your responsibility and the sharing of this account information with others is in direct violation of the Mountwest Acceptable Use Policy. It is your responsibility to read this policy and be familiar with what is expected of you as a MCTCNet user.*

Your MCTCNet username and password will give you access to the computers that are on-campus, including those in the library, ASC, and within the classrooms. It will also give you access to Mountwest's WiFi. (Please reference the directions for logging onto Mountwest's WiFi for more information.)

To login to a computer on Mountwest's campus, follow the following steps:

1. Go to a computer that is on our campus
2. "Wake it up" by moving the mouse and/or striking any key on the keyboard.
3. If doing this does not turn on the monitor, make sure that the computer is turned on.
4. Once the monitor is on, press any key on the keyboard to display the "login" box.
5. If someone else is logged in, you will need to select "**Other User**" from the bottom left of the screen.
6. Enter your username, which is the first part of your email address - everything except the "**@mctc.edu**" portion
7. Then enter the password that the IT HelpDesk has provided to you.
  - o If you do not have this, please visit room the IT HelpDesk in room 108 or call 304-710-3471 for assistance.
  - o Please note that passwords are case-sensitive. Enter it **exactly** as the IT HelpDesk has indicated.
8. If this is your first time logging into your email account, you will be prompted to change your password.

After establishing your new password, you can login to a computer on-campus and use the campus WiFi using your username (the first part of your email address without the "**@mctc.edu**" portion) and new password established here.

**When done, please remember to log out.** To do this, follow the steps below:

1. Press CTRL + ALT + DEL
2. Select "Sign Out"

Alternatively, you log out by doing the following:

1. Click on the Window's logo at the bottom left of your screen'
2. Click the circle with the outline of a person inside. (This is at the top of the menu items at the far left of your screen.)
3. Then select "Sign Out"

Please do not "shut down" or "restart" your computer unless instructed to do so by your professor.

For security reasons, this password will expire from time-to-time. When this happens, you must change it while sitting at one of the computers on-campus. You will be prompted to change your password as soon as you login. Using a previous password, or using one very similar to a previous password, will not be accepted.

*Sometimes this password will expire over long breaks (such as summer break.) If you have any difficulties accessing the Mountwest WiFi when you come back from break, it could be that your password expired, and you must first login to an on-campus computer to change it.*

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