



My MCC Portal

The Mesa Community College 'MyMCC' Portal allows students, faculty, and staff to access and use MCC specific tools. Some common tasks performed by logging into the portal include: accessing / creating / deleting a WebCT course shell for a class, accessing MyMCC Mail to send and receive messages, creating and modifying a distribution list, forwarding your e-mail, and viewing your class rosters (also can do this within SIS).

To Create an Account and Login to the MyMCC portal

NEW USERS CREATE AN ACCOUNT:

- Go to the MCC homepage @ <http://www.mc.maricopa.edu>
- Click on the MyMCC link located at the top of the page
- Click on the link to 'Create an Account' if you have not already created an account (or have not attended / taught at MCC for more than a year).
- Complete the form as follows:
 - Locate and type in your 8 digit ID number. This can be found within the My.Maricopa website or in the HR system when you login or on your ID card or on your paystub. View the link labeled 'Don't know what your ID number is' for further information.
 - Select your date of birth
 - Choose a username to match the guidelines (lowercase letters and numbers only).
 - Choose a password to match the guidelines. It is recommended that you use the same password to login to MyMCC that you use for My.Maricopa and the district systems.
 - Submit

Note: If you receive an error message, make sure you are a current employee or are an instructor beginning class within the next 30 days. You will be ineligible prior to then to create an account. If you are a valid employee, contact the Human Resources department to verify that your birth date is correct in the system.

1. Enter your personal information [What is the Account For?](#)

Enter your 8 digit ID Number:

Don't know what your ID number is, [click here.](#)

Select Your Date Of Birth

Month Day Year

LOGIN:

- Go to the MCC homepage @ <http://www.mc.maricopa.edu>
- Click on the MyMCC link located at the top of the page and Login

NAVIGATION:

When you login to the MyMCC, your navigation options are located at the left and are categorized into 4 areas - Courses, Communication, Experimental, and Other.

COURSES

- **My Classes** - By default when you login to MyMCC, your current semester schedule appears for classes you are enrolled in or are teaching. You can switch semesters to look at previous and future semesters.

'Beta' Google Map - At the top of the My Classes page, there is a link for you to try out the new Google Map feature that maps your classes out for your on campus so that you can visually see their locations. Some buildings on campus do not yet have coordinates in this system so this is a feature that will be completed in the future.

Courses Currently Teaching (BETA: [See these classes on a Google Map](#))

[ENG100 54321](#) (English Class)
Meeting Time: 08:00 AM to 11:00 AM
Days: MWF
Location: ES4

[CIS100 92342](#) (Computer Class)
Meeting Time: 10:00 AM to 11:00 AM
Days: TH
Location AB3

Roster - Click on a course name to view the course roster, download the course roster, or view the MCC e-mail address for your students. Students that have not yet created a MyMCC portal account will appear with 'No Account' by their name.

Class Roster for ABC 100 (Download)

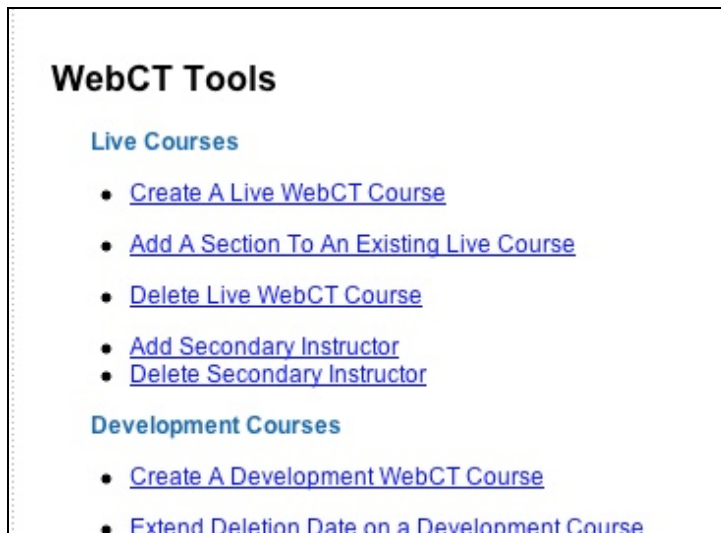
Instructor
Smith, John smithjohn@mail.mc.maricopa.edu

[E-mail Entire Class Via Section Number](#)

Students

1. **[Aaaaable, Amy](#)** (aaaaaaa@mail.mc.maricopa.edu)
9999 W Southern Ave, Mesa, AZ, 85202, Phone Number Not
2. **Jones, John** (No Account)
9999 N Western Ave, Mesa, AZ, 85202, 555-555-5555

- **My Maricopa** - This is a link that goes to the district registration / records / SIS system. To access SIS or employee links, click on the Employees tab.
- **WebCT** - If you have enabled WebCT for any of your courses or if you have created a development course template within WebCT, you will see a link at the left to access all of your courses.
- **WebCT Tools** - Faculty and staff will have the 'WebCT Tools' option, which allows them to manage their WebCT courses. They have the ability to create and delete live courses or development course templates.



COMMUNICATION

- **My Email** - Access your MCC e-mail through the web with this link. MCC e-mail can also be setup through Outlook, Thunderbird, and other e-mail programs. Follow the instructions on the Technical Support Services wiki @ <http://www.mc.maricopa.edu/tss/its> (Click on E-mail)
- **Distribution Lists** - Access this tool to create / modify / delete a custom e-mail distribution list. You can create a departmental e-mail list, a cross-departmental list, etc.
- **Early Spam Creation Tool** - If you are teaching a course and would like to send an e-mail to your students more than 2 weeks before classes start, enable the Early Spam Creation and your course e-mail distribution list will be enabled sooner.
- **Email Forwarding Tool** - If you would like to forward your MCC e-mail to another account (to your district e-mail, to your personal e-mail, etc.), select the E-mail forwarding tool and submit the forwarding address.
- **Employee Directory** - This is a link that goes to the Maricopa district directory containing contact information for faculty and staff.
- **Employee NetHome** - By default, all faculty and staff have a contact page listed on the MCC contacts page, but if an employee wishes to create their own custom homepage / website, they can access the Employee Homepage link to 'enable' their webspace.
- **Employee HRMS** - This is a link to the district Human Resources system for employees of Maricopa. It can only be used from on a Maricopa campus.

- **Manage UserLinks** - If a faculty / staff would like to add links to their default contact page, selecting Manage UserLinks will allow them to add up to 5 URL links to their contact page.
- **View Messages** - This tool allows you to view campus messages that have been posted.

EXPERIMENTAL

- **ItunesU at MCC** - MCC is in the process of experimenting, testing, and evaluating ItunesU as a way to distribute campus audio and video. This link takes you to the list of audio / video clips currently available.

OTHER

- **Change Password** - If you would like to change your MyMCC password, click on the Change Password link. It is recommended that you change your MyMCC password every time that you change your My.Maricopa password so that they are the same.
- **Veterans Benefit Request & Veterans Change Hours Tool** - If you are a veteran and need to request or change your benefits, you can use this online tool.
- **Office Hours** - A default contact page appears in the directory. Select specific office hours if you would like to display them on your contact page, otherwise 'By Appointment' appears.

CLASS DISTRIBUTION LIST

- Instructors at MCC have the option to e-mail their students using a class distribution list. Two weeks before a class begins, instructors can send e-mail to their class distribution list and students registered in their class WITH MCC e-mail accounts will receive messages. In order for an instructor to utilize this distribution list.
 - The instructor must send the e-mails FROM their MCC e-mail account.
 - Only students that have created an MCC e-mail account will receive messages.
 - The e-mail distribution list is in the format of *section.semester@mail.mc.maricopa.edu*:
 - *section* is the 5 digit class/section number from SIS
 - *semester* is the 4 digit semester code
 - Fall 2008 = 4086
 - Spring 2009 = 4092
 - Summer 2009 = 4094
 - Summer II 2009 = 4095
 - Fall 2009 = 4096

E-MAIL AT MCC

- Instructors and students that create a MyMCC portal account at MCC will receive an e-mail address and account. However, students will all receive MCC e-mail provided through Google (Gmail). So when an instructor or employee logs into check their mail on the web, the webpage and options will be different than that for students.
 - Instructors / employees will have an e-mail address of *username@mail.mc.maricopa.edu* where *username* is their MyMCC portal username (should match their district Maricopa ID as well)
 - Students will have an e-mail address of *username@mesacc.edu*