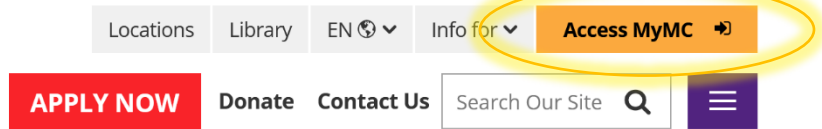


1. Go to [www.montgomerycollege.edu](http://www.montgomerycollege.edu) Click on [Access MYMC](#).

\*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# and DOB. To get your M# call 240-567-5188.
  - If you do not know your password, click on [“Forgot Password”](#). You will need your MyMCID (username).

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.

**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?](#)

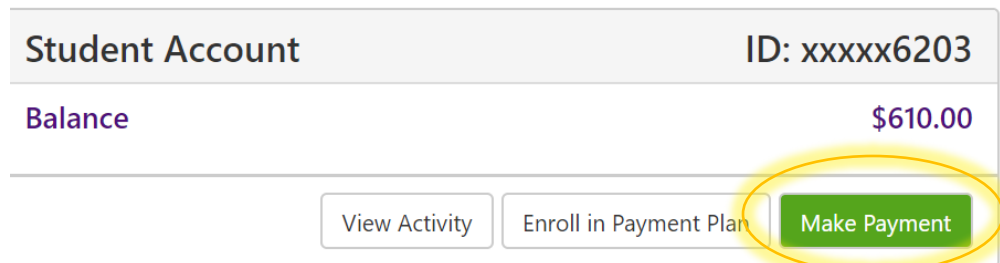
Secured by Duo

**Start setup**

- Once you successfully log in, find the Register and Pay for Classes card, and click on **“PAY NOW”**



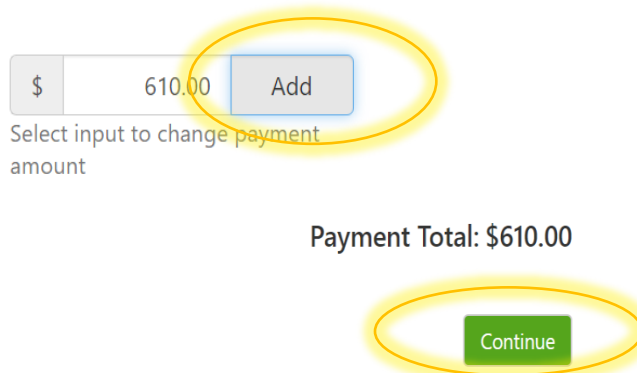
- You will be re-directed to another window to make a payment. Click on **“Make Payment”** in green.



- Click on the **“Add”** button and click **Continue**.

### Pay By Term

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



7. 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**

8. Fill out your credit card number and click **Continue**.

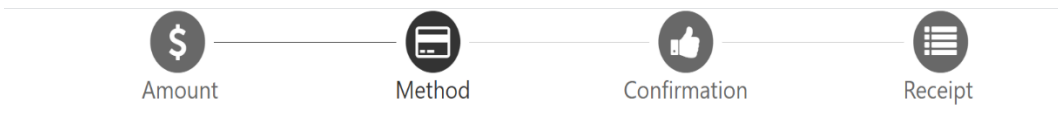
### Account Information

\* Indicates required fields

\*Card number:

Back Cancel **Continue**

9. Fill out the rest of the credit card required fields and click **Continue**.



Amount \$95.00

Method Credit or Debit Card

### Account Information

\* Indicates required fields

\*Card account number: xxxxxxxxxxx7906

\*Name on card:

\*Card expiration date: 02 2022

\*Card Verification Value:

(View example)

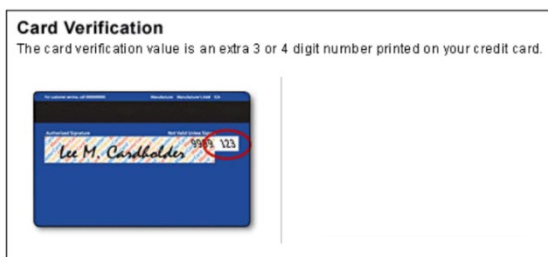
### Option to Save

Save this payment method for future use

Save payment method as:

(example My CreditCard)

### Card Verification Value Example



Back Cancel **Continue**

Submit your payment and please print your receipt for your use.

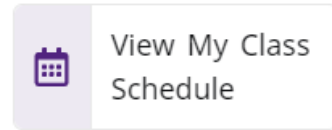
If you have any questions or need additional assistance please call: **240-567-5188**

**USE YOUR MYMC ACCOUNT:**

Now that you can access your MyMC account, note these other available tools:

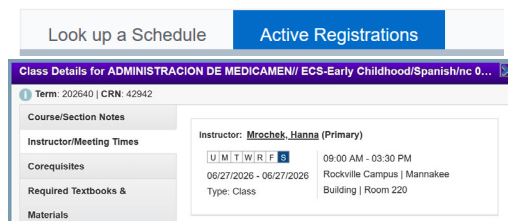
**View Your Schedule/ Order textbooks:**

1. Under the Student Services Card, click on “View My Class Schedule”.
2. Click on “View Registration Information”.
3. Under View Registration Information, click on the “Active Registrations” tab.
4. Double click on your course title to view more details, including building and room numbers.
5. Click on “Required Textbooks & Materials” and access your [Slingshot Student Portal](#). Click on “Login with school account” to view and purchase textbooks.



[View Registration Information](#)  
View your past schedules and your ungraded classes.

**View Registration Information**



**“Check Your MC Email (Office 365)”**

All MC students have a student Office 365 email. Use your MyMCID (username) and add @montgomerycollege.edu to log in.

Example: [MyMCID@montgomerycollege.edu](mailto:MyMCID@montgomerycollege.edu)

Your password should be the same as your MC log in password.

**For IT Support call 240-567-7222**

**Resources**

