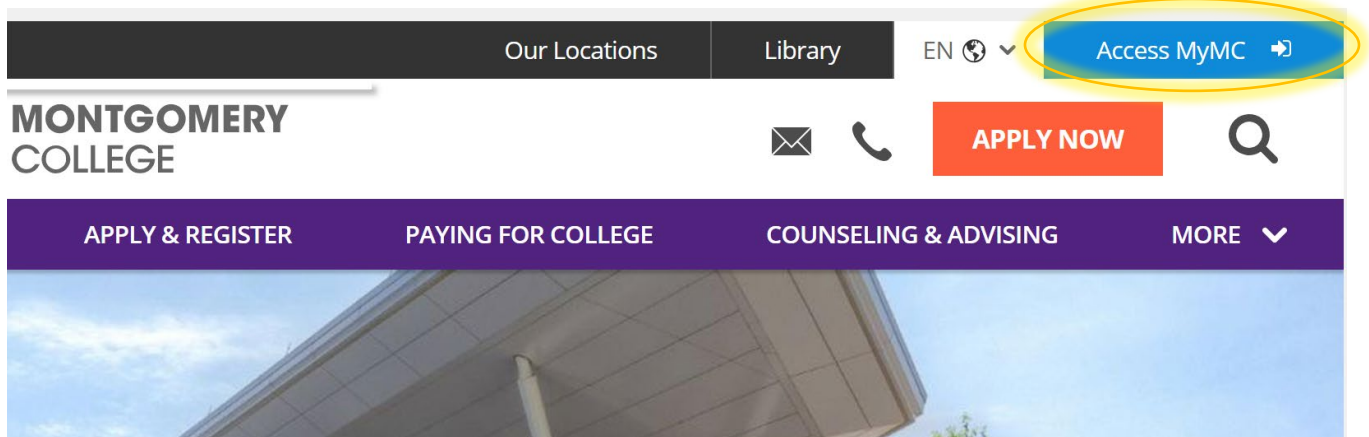


## Instructions for Resetting your Password

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



2. Click on **"Forgot Password"**



3. Click on **SMS/PIN PASSWORD RESET**

## Forgot Password

SET A NEW PASSWORD USING YOUR SECURITY QUESTIONS

Use your security questions to set a new password to your account.

SMS / PIN PASSWORD RESET

# Instructions for Resetting your Password

4. Enter your MyMC ID (username) and click on the box to agree the terms.  
Click Submit

## 1 Verify your identity and request a PIN: Enter your user information

\* MyMC ID:

\* I agree to receive a reset PIN sent via text message to my personal mobile device and/or email to my personal non-Montgomery College email address. Message and data rates may apply. Also, by using this service you are agreeing to the college's Acceptable Use Policy (AUP).

SUBMIT

\* Required field

5. Select how you would like to receive your PIN from the options provided.
6. Type in your PIN
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
<b>Mandatory</b>	
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
<b>Conditional</b>	
Letters: Minimum upper case	1
Letters: Minimum lower case	1
Numbers: Minimum	1
Special characters: Minimum	1

## Instructions for Resetting your Password

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

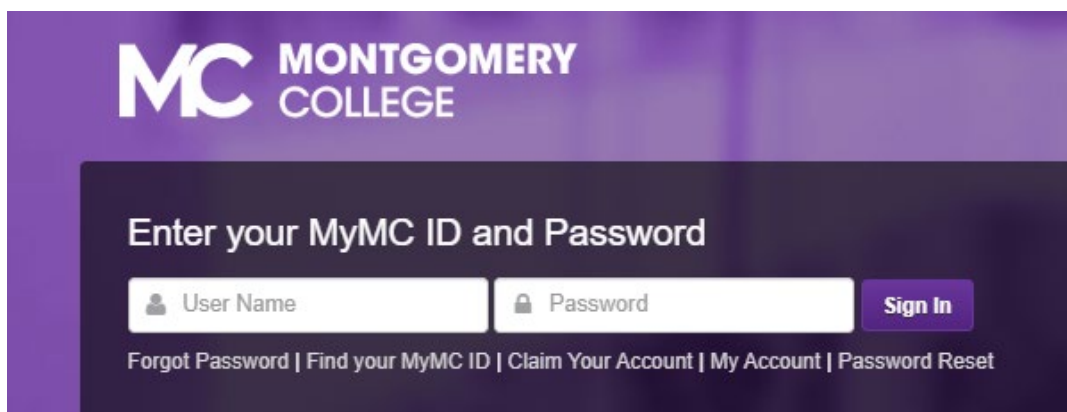
### Information

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.



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

<https://mymclogin.glb.montgomerycollege.edu/authenticationendpoint/login.do?commonAuthCallerPath=%252Fcas%252Flogin&forceAuth=false&passiveAuth=false&tenantDomain=carbon.super&sessionDataKey=13c7b7be-f54b-4e1b-979a-70cf8d1c29c3&relyingParty=Luminis5UserPortal&type=casso&sp=Luminis5UserPortal&isSaaSApp=false&authenticators=BasicAuthenticator:LOCAL>



**If you need additional assistance, please contact the IT Help desk at 240-567-7222**