myMCC Navigation Quick Reference Guide

Log-In

- Go to URL of myMCC: mymcc.monroecc.edu.
- Enter your User Name and Password and click the Login button. (same password you use to log onto your PC and Outlook (your MCC network user ID and password).

Layout

- The interface uses Tabs and Channels to deliver information.
- The Tabs of information you see are in direct relation to the role(s) you belong to (Student, Faculty, Employee).
- The Channels of information on a Tab are of special interest to a particular group or to the college community as a whole.
- Each Tab has columns which contain one or more Channels of information. Content is provided through Channels. A Channel can contain static information or links leading to additional information.

Navigation

- Click on the Tab of Information you want to see.
- Click on a Link within a channel to view additional information.
- Click the Expand button within a channel to make the channel become full screen. Click the Back to Home Tab link on the top left of your screen to return to myMCC.
- Click the Minimize button within a channel to collapse the channel so only the Title is visible. Click the button again to view content within the channel.
- Click the Delete button within a channel to delete a channel from the Tab. If the delete button is grayed out, you are not able to remove this channel from the Tab.

MyStuff Tab

- Follow the steps in the MyStuff Instructions Channel on the right column of the Tab to add channels of interest to you. You can easily add Channels that appear on other Tabs, or Channels of personal interest to you such as the Training Channel or several News Channels.
- If you have web sites that you visit frequently, you can add them to the Bookmarks Plus Channel. Click the Add Bookmark Icon located in the lower right of the Channel to set up a URL of interest to you.

E-mail

- Direct access to your MCC E-mail using the Outlook via Web application.

MCC Web Site – Additional Information

- Additional information contained on MCC’s web site such as the Master Schedule, College Directory and the Web A-Z index can also be accessed through links located at the bottom of each Tab.
Getting System Help

- Click the Help Icon in the top right of the screen to access the Help Center.

Exiting -- When you are finished with your myMCC session, click the Logout button in the top right of the screen. Note: myMCC has a timeout factor for minutes of inactivity. You will be logged out automatically if your computer keyboard/mouse is inactive for this period of time.