



MyWay Guide for High School Students

What is MyWay?

MyWay is MCC's student portal. In MyWay students can locate class schedules, make tuition payments, access MCC email and online course work through CANVAS, and more.

How do I establish credentials for logging into MyWay?

NEW to MCC:

- Upon successful registration at MCC, new users will receive an email titled "Your MCC Account" at the secondary email address provided during registration. This email provides new users with their username, MCC email address, MCC ID number, and two options for setting their initial password for their MCC account: One Time Password Reset Link or Self Service Reset.

NEW to MCC but Didn't Receive an Email?

- Call IT Support Services at 531-622-2900

RETURNING to MCC

- Open a Google Chrome browser and go to mccneb.edu
- Click on the Login (MyWay) button towards the top right corner of your screen
- Login using your username and established password

RETURNING TO MCC but Having Difficulty Logging in?

- Open a Google Chrome browser and go to mccneb.edu/password
- Follow instructions under Password Reset or
- Call IT Support Services at 531-622-2900

How do I log into MyWay?

Once your username and password is set up, visit mccneb.edu and click Login (MyWay) in upper righthand corner.



Type in your username@mail.mccneb.edu and your password.

Sign in with your organizational account

Sign in

You should now be logged into your MyWay home page.

If I am unable to sign on to MyWay, who do I contact?

Contact our IT Support Services via email (ITsupportservices@mccneb.edu) or phone (531-622-2900).

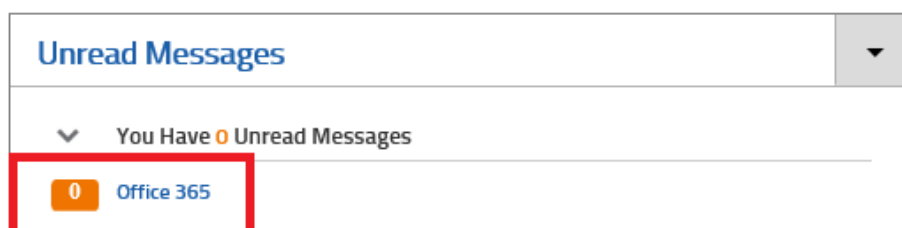
I am taking an online course. How do I access it?

All online course content will be accessible through CANVAS



How do I access my MCC email?

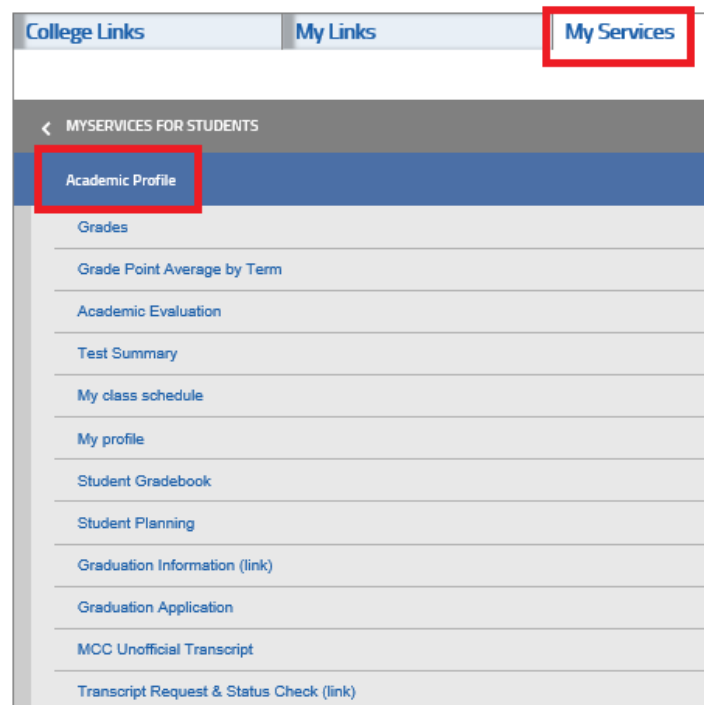
On your MyWay homepage click Office 365 to access your student email. This is the email account the College will use to communicate with you about campus-related issues and reminders. Be sure to check your email frequently.



How do I see my academic information?

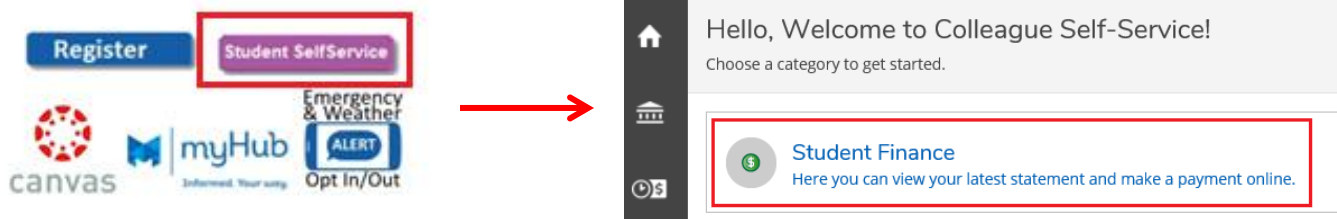
Visit My Services on the right side of the MyWay home page and select Academic Profile.

From here you can view your grades, GPA, class schedule, unofficial transcripts and request official transcripts when you are ready to transfer all your courses to another institution.



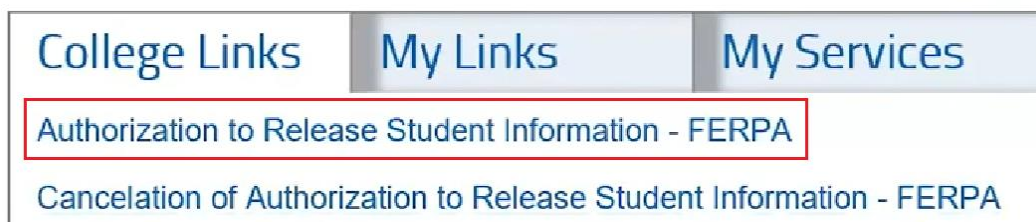
How do I view and pay an outstanding balance?

Click Student Self Service on the left side of the MyWay homepage. Click Student Finance to make a payment.



How do I give my parent or guardian access to my student account information?

The Authorization to Release Student Information, also known as FERPA, can be found on the right-hand side of your MyWay homepage under College Links. Students must fill this form out in order to allow others to view your academic profile or make a tuition payment. Additional information about FERPA can be found at mccneb.edu/FERPA.



FREQUENTLY ASKED QUESTIONS

What is myHub?

MyHub connects you to student organizations, events, and MCC news.

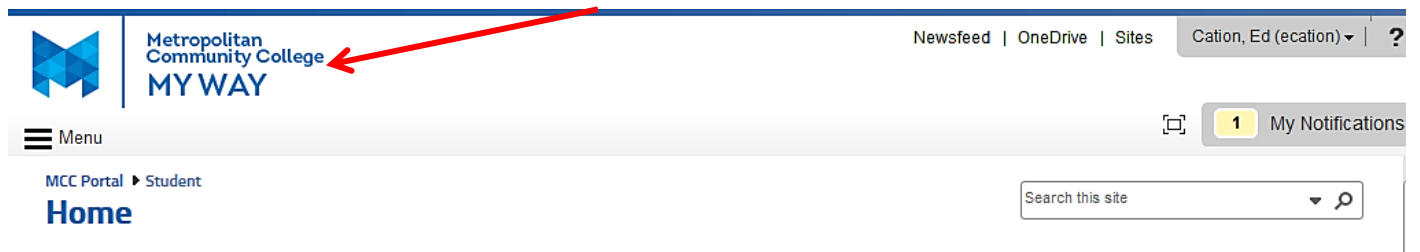


How do I know if I am properly logged into the portal?

Your name will appear in the top right corner of the portal page.

How do I return to the portal home page?

Click the logo "Metropolitan Community College" to return to the portal home page.



How do I sign out of the Portal?

Find your name in the upper right corner of the portal page. Click the drop-down arrow and choose Sign Out.



NONDISCRIMINATION AND EQUAL OPPORTUNITY STATEMENT

Metropolitan Community College does not discriminate on the basis of race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 and related Executive Orders 11246 and 11375, and all amendments to the above.