





# MCC Password Station Guide

- Visit [www.mccneb.edu](http://www.mccneb.edu)
- Scroll Down and Click on Password Station
- Choose [Option 1](#) or [Option 2](#)



## OPTION 1

*I know my username*

1. Type in Username
2. Click I Agree 
3. Enter the last 5 digits of your SSN. If MCC does not have a SSN on file, you may also enter your birthdate or MCC ID number.
4. Create 3 Security Questions.
5. Click on Forgot Password Icon 
6. Answer your 3 Security Questions
7. Create a New Password 
8. Click on Enrollment Icon to add your cell phone number and personal email address for password recovery notification. 

## OPTION 2

*I don't know my username*

1. Type in MCC ID Number **OR** Last 5 digits of SSN
2. Type in Last name, Street Number and Name, Zip Code and Date of Birth
3. Click Search

A screenshot of the search form. It has two input fields: "Student/Employee ID: (Must be 7 digit with leading zeros)" and "Last 5 digits of SSN". A red box highlights the word "OR" between them. Below are fields for "Last Name", "Street Number and Name (If address is 123 Main Street enter 123 Main)", "Zip Code", and "Birth Date (mm/dd/yyyy)". At the bottom, there are "Search" and "Reset" buttons, with "Search" highlighted by a red box.

4. Your username and MCC ID# will populate.

A screenshot showing the user information. At the top is the Metropolitan Community College logo and "METROPOLITAN Community College". Below are links for "MCC Home Page" and "Password Station". The displayed information is "User name: JMeyers" and "MCC ID: 123456". A "Search Again" button is at the bottom.

5. Return to [Password Station](#) and follow Option 1 to reset your Password.

*If your username did not display or you run into technical issues, contact our IT Support Services via email ([ITsupportservices@mccneb.edu](mailto:ITsupportservices@mccneb.edu)) or phone (531-622-2900).*