



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?

To access MyWay, you need to know your username and set up your password.

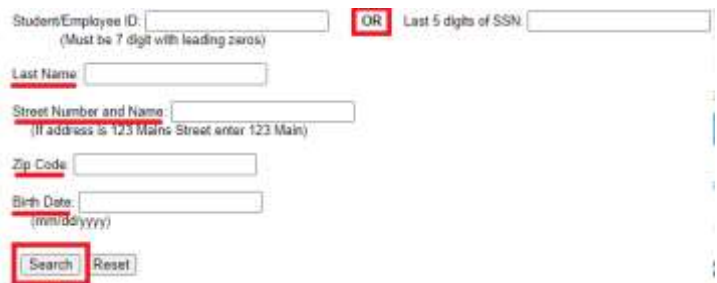
1. Visit mccneb.edu/password
2. Choose Option 1 or 2
3. Follow the password station steps below:

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 or password

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. Click Search.



Student/Employee ID: (Must be 7 digit with leading zeros) **OR** Last 5 digits of SSN:

Last Name:

Street Number and Name: (If address is 123 Main Street enter 123 Main)

Zip Code:

Birth Date: (mm/dd/yyyy)

3. Your username and MCC ID# will populate.



METROPOLITAN
Community College

MCC Home Page Password Station

User name: #Meyers
MCC ID: 123456

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

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

username@mail.mccneb.edu

Password

Sign in

You should now be logged into your MyWay home page.

Metropolitan Community College MY WAY

Newsfeed | OneDrive | Sites | Canton, ED (ccabun) | My Notifications

Menu

MCC Portal | Student

Home

Search the site

Register Student SelfService

canvas myHub Emergency & Weather ALERT Opt In/Out

My Week

JULY 2020

July Wednesday 22 - Tuesday 28

There are no appointments for this time period.

Unread Messages

You Have 1 Unread Messages

Office 365

News @ MCC

Events Calendar

MAR 16 1:31 PM COVID-19 College Operations FAQ [Morgan, Jerry](#)

APR 16 1:45 PM MCC further restricts facilities access, suspends Student Service Spots [Morgan, Jerry](#)

MAR 14 11:40 AM MCC moves credit classes to e-learning and alternate delivery methods starting March 18 [Raymond, Derek](#)

JUL 20 6:45 AM Online New Student Orientation and Transition Summits now available [Morgan, Jerry](#)

JUL 16 3:11 PM The MCC Veterans and Military Resource Center to hold virtual resource briefing [Morgan, Jerry](#)

JUL 16 7:45 AM MCC Learning and Tutoring Centers: We are still here for you! [Morgan, Jerry](#)

College Links My Links My Services

Authorization to Release Student Information - FERPA

Cancellation of Authorization to Release Student Information - FERPA

Class Schedule

Course/Instructor Feedback

Note: If prompted to log-in on next screen, you must put mconet in front of your user name

EPantry

Financial Information

Give - MCC Foundation

Instructions for configuring mobile devices for Office 365

Learning Support Services

MCC Student Orientation

Office 365

My To Do

TDORT

Wednesday, July 22nd, 2020

You have no tasks for today.

There were no items found.

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).

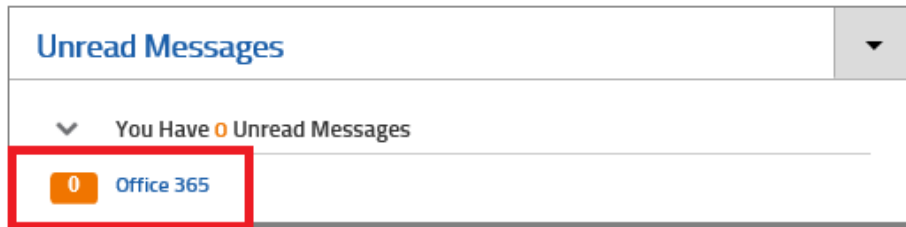
I am taking an online course. How do I access it?

All online course content will be accessible through CANVAS



How do I access my MCC email?

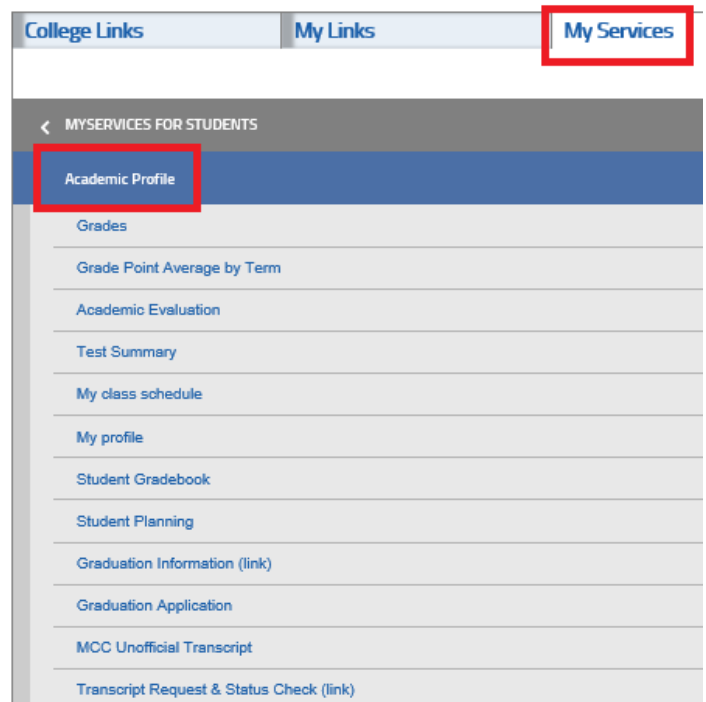
On your MyWay homepage click Office 365 to access your student email. This is the email account the College will use to communicate with you about campus-related issues and reminders. Be sure to check your email frequently.



How do I see my academic information?

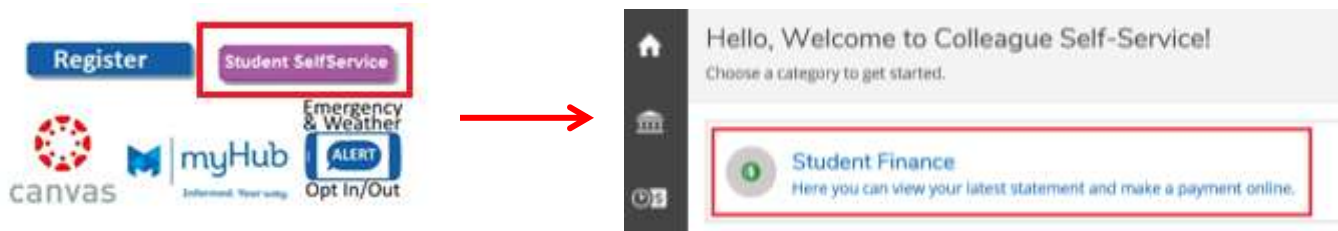
Visit My Services on the right side of the MyWay home page and select Academic Profile.

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 my tuition?

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

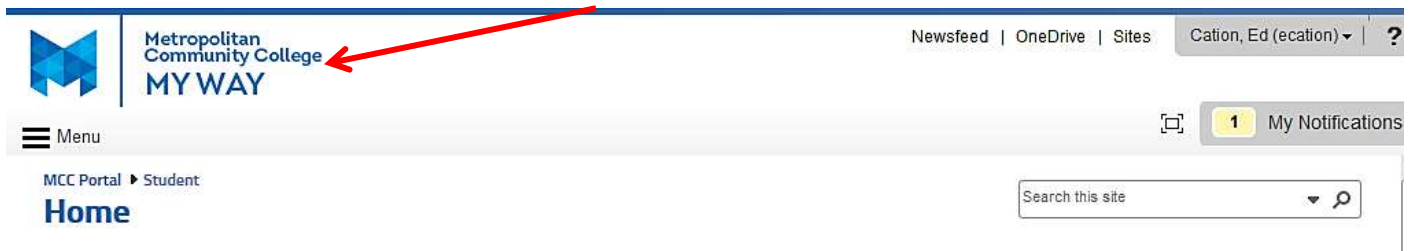


How do I know if I am properly logged into the portal?

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.