

Welcome to Metropolitan Community College

User guide for the My Way portal

Secondary Partnerships

PLEASE KEEP THIS FOR FUTURE REFERENCE

Nondiscrimination and Equal Opportunity Statement—Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability or sexual orientation in

admission or access to its programs and activities or in its treatment or hiring of employees.

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What is My Way?

MCC My Way is the web portal at MCC. The portal provides single sign-on access by automatically logging into My Services, Microsoft Outlook Calendar, and Canvas(for online course work). Also available are task list, announcements, news, events, and myHub sites.

How do I log into My Way?

First you need to set up your password. You will need your MCC Student ID number available to set up your password. Go to mccneb.edu/password. Once you have set up your password you can log in to MyWay using the MyWay login on the top right of the webpage.

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le Edit View Favorites Tools Help	
	Chait with Us! / Apply Request Info / Contact Us / Login(My Way) About MCC Nebraska Academics Prospective Students Current Students Community & Business Q
METROPOLITAN Community College	Password Station
Prospective Students	
Academic Advising	single username and password.
Adult Education/GED	WATCH FIRST Using the Password Station video tutorial
Business and Training	► Frequently asked questions - FAQs
Services	Examples of these logins
Bookstore	OPTION 1 - I know my username
Book Exchange	Use this option to change/reset your password.
► Carpooling	IMPORTANT!
► Dining	If you do not know your username, you must use Option 2.
Disability Support Servic	OPTION 2 - Use this option to display your username and (student/employee) ID number.
Equity and Diversity	Be sure to write your username down because you will be redirected to the Password Station to
► Help Desk	change your password.
► Intercultural	For assistance, please visit any of the Learning and Tutoring Centers or Libraries.
International	

Sign in with your organizational account

Sign in

If I am unable to sign on to My Way, who do I contact? Please call IT Support Services at 531-622-2900 🔨 (My Way)

How do I know if I am properly logged into the por Your name will appear in the top right corner of the por	r tal? tal page.		
How do I return to the portal home page? Click the logo "Metropolitan Community College" to ret	urn to the portal home pa	nge.	>
Metropolitan Community College MY WAY	News	feed OneDrive Sites	Cation, Ed (ecation) → ?
MCC Portal > Student		Search this site	م •
How do I access my online courses?			I
through Canvas in MyWay.			
Register Self Service	Authorization to Release	My Links Student Information - F	My Services ERPA
Canvas Informed. Your way.	Cancelation of Authorization to Release Student Information - FERPA Class Schedule		
How do I view and print my class schedule?			
College Links My Links My Services	Once in My Way, go to N select Academic Profile.	Ay Services on the	e right side and

Address Change Student Accounts Financial Aid Communication Registration Academic Profile Video Tutorials Click My class schedule to view or print your schedule. Click Grades to check your quarter grades.

Col	lege Links	My Links	My Services	
			-	
<	MYSERVICES FOR	STUDENTS		
	Academic Profile			
	Grades		\leftarrow	
	Grade Point Ave	rage by Term		
	Academic Evalu	ation		
	Test Summary			
	My class sched	ule		

How do I view and pay my tuition?

College Links	My Links	My Services 🧹
		-
MYSERVICES FO	R STUDENTS	←
Student Account	S	
View Account	and Make Payments	
Create a Neln	et Payment Plan	
Self Service 1	098-T	
Tuition and Re	efund Info (link)	
Student Books	store Acct Info	

Click Student Accounts under MyServices for Students to access your account and options for payment.

MCC email uses Office 365

Unread Messages -
You Have 0 Unread Messages Office 365
My Week 🔹
₩ AUGUST 2016 TODAY Η Ξ
🚽 August Friday 05 - Thursday 11 🕨
There are no appointments for this time period.
News@MCC College Calendar

On your home page in My Way, on the left side, Click Office 365 to access your student email.

This is the e-mail account the College will use to communicate with you about campus-related issues and reminders. Be sure to check your e-mail frequently.

How do I sign out of the Portal?

Your name appears in the top right corner of the portal page. Click the drop down arrow and click

Sign Out.	Newsfeed OneDrive Sites	Cation, Ed (ecation) -	
		About Me Sign Out	tions



MCC's myHub can be accessed from the My Way home page or with a mobile app.

myHub is an online engagement tool for students to connect, join, and participate with various organizations and activities outside of the classroom.

myHub students can:

- Join organizations and clubs
- Connect with engagement activities
- Track extra-curricular involvement
- Create a co-curricular transcript.

myHub is not a replacement for the MCC Website, My Way, or Canvas.