



**Metropolitan
Community College**
MY WAY

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.

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.

Password Station

Students and staff can access computers and multiple online services at the College using a single username and password.

- ▶ **WATCH FIRST** Using the [Password Station video tutorial](#)
- ▶ [Frequently asked questions - FAQs](#)
- ▶ [Examples of these logins](#)

OPTION 1 - I know my username

Use this option to change/reset your password.

IMPORTANT!

If you do not know your username, you must use Option 2.

OPTION 2 - Use this option to display your username and (student/employee) ID number.

Be sure to write your username down because you will be redirected to the Password Station to change your password.

For assistance, please visit any of the Learning and Tutoring Centers or Libraries.

Request Info Chat with Us! Apply Give **Login(My Way)** Click Login (My Way)

Sign in with your organizational account

Sign in

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

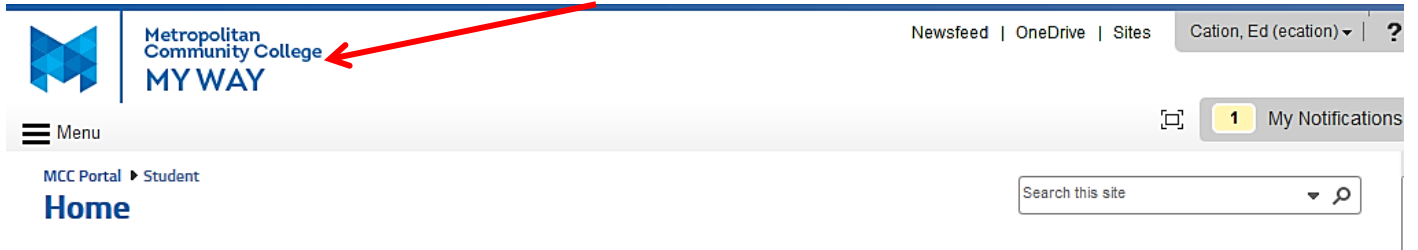
Please call IT Support Services at 531-622-2900

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.

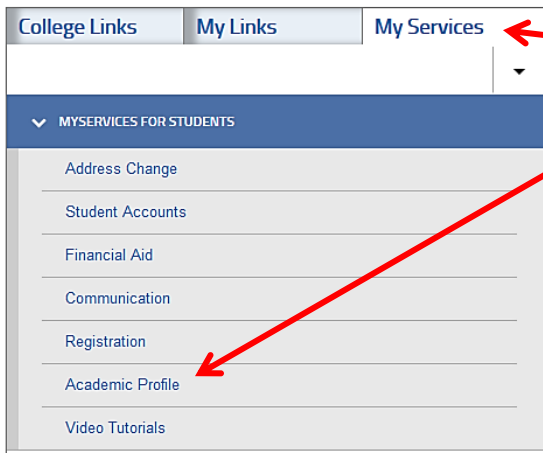


How do I access my online courses?

All online course content will be accessible through Canvas in MyWay.

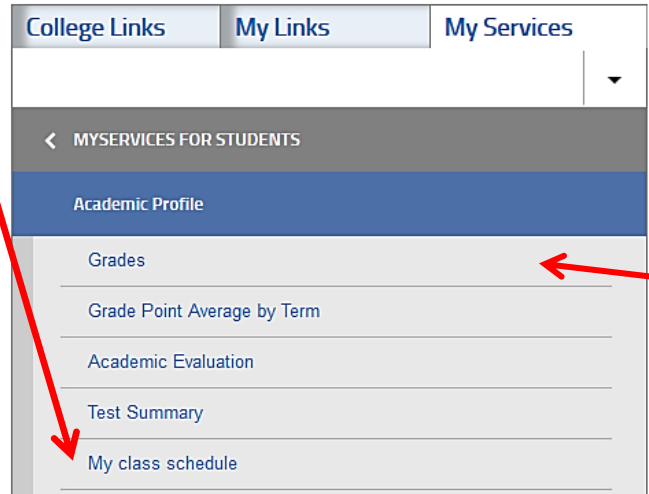


How do I view and print my class schedule?

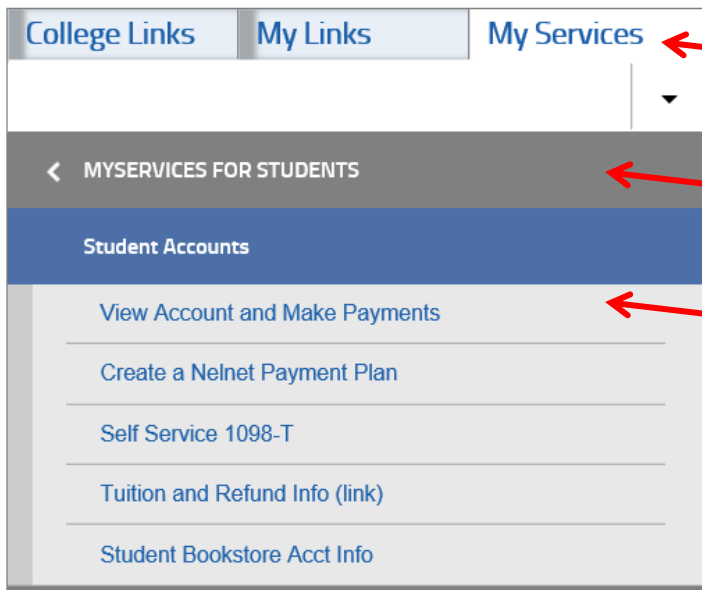


Once in My Way, go to My Services on the right side and select Academic Profile.

Click My class schedule to view or print your schedule. Click Grades to check your quarter grades.

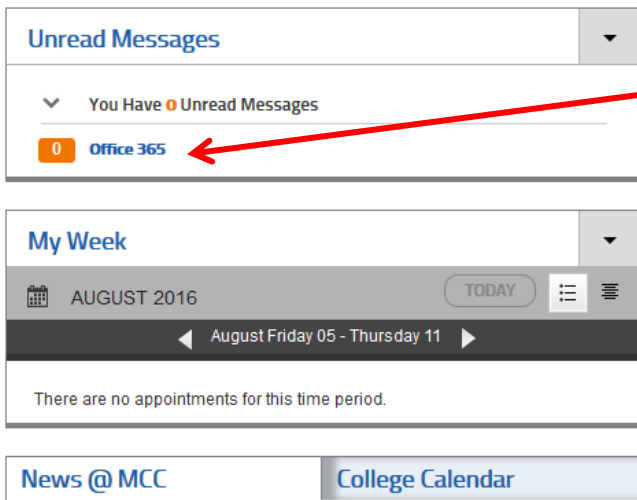


How do I view and pay my tuition?



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

MCC email uses Office 365

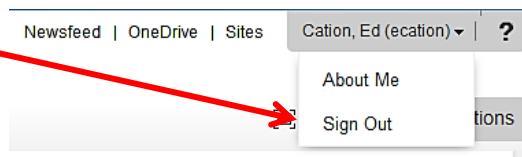


On your home page in My Way, on the left side, Click Office 365 to access your student email.

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**.



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.