

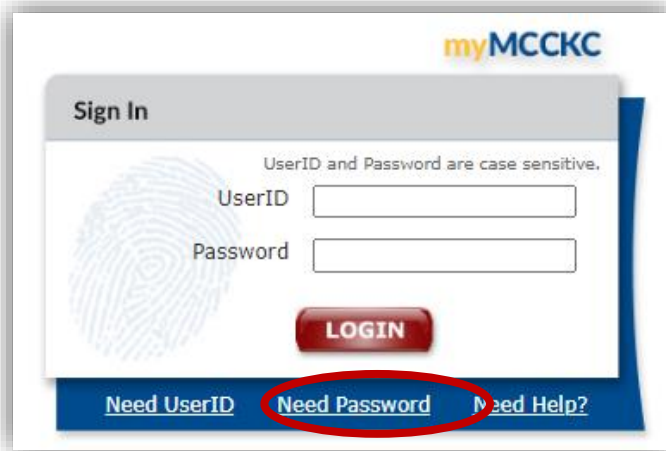
# How to use MyMCCCKC

## Logging In For the First Time and Creating Your Password

1. Go to [www.mccckc.edu](http://www.mccckc.edu) and click MyMCCCKC.



2. Click Need Password.



3. Enter your Student ID “SXXXXXXXX”, the required information, and click Continue.



The screenshot shows the 'I Need My Password' page. It contains the following text and form elements:

- Section title: I Need My Password
- Text: The connection between your computer and our system is secure. All information you enter into this web page will be encrypted prior to transmission to our server.
- Text: Once your identity is verified your Password will be encrypted and sent back to your browser for you to view. This verification process only takes a couple of seconds to complete.
- Text: If you need your password, please enter all of the following information to verify your identity.
- Form fields: User ID: [input field]
- Form fields: \*First Name: [input field]
- Form fields: \*Last Name: [input field]
- Form fields: \*Date of Birth: [input field] MMDDYYYY
- Form fields: \*Last 4 digits of SSN: [input field] 1234
- Buttons: Continue (highlighted), Return to Login.
- Text: For Technical Support call 816-604-1000 or click here.

4. Choose your new password.
5. Sign out (top right corner) and-sign back in, using your user ID and the password that you just created. *Anytime you change your password, it is important to click Manage Passwords link at the bottom of the page. Click Synchronize System Password.*



6. **Changing and synchronizing your system password will allow you to use same credentials to access your Blackboard, student G-mail, Student Center and Starfish accounts. Do not share your password with anyone.**

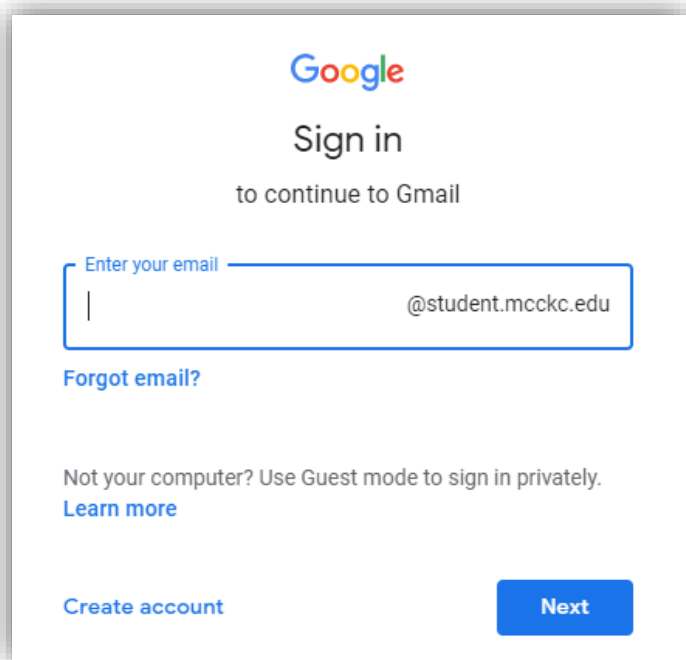
**Next, we will go over your *Student email, Student Center Home, Blackboard, and Starfish accounts.***

## Student Email

1. You will need to check your student email frequently because this is how MCC will correspond important updates, such as alerts from financial aid, academic advising, and your faculty.



2. From this Student portal, you may log in using your Capital "S" + ID numbers. You can login from Gmail by using email format, "**SXXXXXXXX@student.mccck.edu**" Use the same password you created for myMCCCKC.



3. Follow steps to verify your identity and access your account. *For personal guidance, please call 816-604-1000.*

## Student Center Home



*Check your Student Center Home frequently to monitor your enrollment, financial aid, payments, alerts and much more!*

**Holds:** This will upload placement test results or other indicators that may need to be satisfied before enrollment.

**To Do List:** All items that need to be complete for financial aid to be awarded,-click “details” at the bottom to expand the list and click each item for instructions on how to complete them.

**Academics:** This is where your enrollment activity takes place. You can enroll, drop, and view your schedule in this section. Use Starfish to schedule an appointment with your Academic Advisor.

**Finances:** This is where your financial activity takes place. You can set up payment plan, direct deposit, and monitor status of your financial aid or scholarships, grants, etc. Use Starfish to contact with your Financial Aid Advisor.

The screenshot displays the Student Center Home interface. The Academics section (orange border) includes a navigation menu on the left with options like "Prepare to Enroll", "Add/Enroll", "Search for Classes", "Browse Course Catalog", "My Class Schedule", "Drop Classes", "My Academics", "Grades", and "Transcripts". A central message states "You are not enrolled in classes." and an "Enrollment Shopping Cart" link is visible. The Finances section (green border) is divided into "My Account" and "Financial Aid" sub-sections. The "Account Summary" table shows a net balance of 0.00. The "Tuition Rate (based on Residency Status)" table shows a rate for "In District Resident" for the "2019 Spring" term. On the right, there are several informational boxes: "Search for Classes", "Holds" (No Holds), "To Do List" (No To Do's), "Important Sites" (MCC Scholarship Search, Text Alerts Sign Up, E-Transcript/Verify Enrollment), "Financial Aid Links" (Free Applctn for Fed Stdt Aid, Esign Loan Promissory Note, Entrance /Exit Loan Counseling), and "Finances Information" (Tuition and Fees, Payment Plan Details, Tuition Refund Information).

**Academics**

Prepare to Enroll  
Add/Enroll  
Search for Classes  
Browse Course Catalog  
My Class Schedule  
Drop Classes  
My Academics  
Grades  
Transcripts

other academic... [dropdown]

**Finances**

**My Account**

Account Inquiry  
Refund Deadlines  
View Student Account Report  
View my eBill  
E-Refund Sign-up  
Authorize Payer  
Payment Plan Sign-up

**Financial Aid**

View Financial Aid  
Accept/Decline Awards  
Is my Refund Ready?  
Scholarship Search

other financial... [dropdown]

**Account Summary**

Term	Unpaid Charges	Pending Aid	Net Balance
		0.00	0.00

■ Due Now 0.00 Charges Due  
■ Future Due 0.00

**Tuition Rate (based on Residency Status)**

Beginning Term	Tuition Rate Group
2019 Spring	In District Resident

**Search for Classes**

**Holds**  
No Holds.

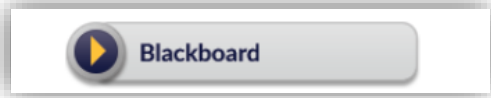
**To Do List**  
No To Do's.

**Important Sites**  
MCC Scholarship Search  
Text Alerts Sign Up  
E-Transcript/Verify Enrollment

**Financial Aid Links**  
Free Applctn for Fed Stdt Aid  
Esign Loan Promissory Note  
Entrance /Exit Loan Counseling

**Finances Information**  
Tuition and Fees  
Payment Plan Details  
Tuition Refund Information

## Blackboard



***Blackboard is the online course-management system used at MCC.*** It is the primary means of communication for online courses, and is often used to supplement face-to-face classes.

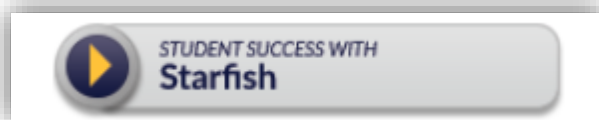
Blackboard provides instructors a platform to electronically deliver class content, using online tools for functions such as managing assignments, delivering assessments, facilitating discussions, and posting or viewing grades.

***Don't see your classes? Don't Worry!*** MOST instructors have built their courses to open on the first day of classes. Check your Student Center Home class schedule, deselect dropped or waitlisted classes, and refresh. You can expect your instructor to email your student email with updates prior or on the first day of class.

Login using email format, "**SXXXXXXXX@mcckc.edu**"

<https://mcckc.edu/tech-support/techlineblackboard.aspx>

## Starfish



***Starfish is your personalized Student Success Network.*** The support you'll need at MCC will change over time and be unique to your needs as you grow, learn, and advance towards your educational goals.

***Starfish can be a powerful tool to help achieve your ultimate success.*** The platform makes it easy for you to connect with your advisor and your faculty, whether about a particular course, an advising question, or a general concern.

***Set up your profile and get connected now!***

Login using email format, "**SXXXXXXXX@mcckc.edu**"

<https://mcckc.edu/advising/starfish/students.aspx>