What username Do I use?

Overview

MCC students use different login formats depending on the service you are trying to access. This article explains which username formats are used for common systems like password resets, email, on-campus computers, and Etrieve Softdocs. Following the correct format ensures quick access without delays.

Understanding Your Username

Students are assigned a unique number; this is called your ID number. Your username is your initials (first initial of your first name, first initial of your last name) followed by your ID number. Your email address is your username followed by @students.mclennan.edu.

Getting Started

MCC Email and Campus Computers

Use your MCC student email address to log in to email services and computers located on campus.

1. Login format: *username@students.mclennan.edu*
2. Use the password associated with your MCC account.

MyMCC and Brightspace

Most MCC online tools and applications (except email and password reset) require a combination of your initials and ID number.

1. Format: *Initials + ID number* (Example: jd1234567)
2. Use the password associated with your MCC account.

Etrieve Softdocs Access

To access Etrieve Softdocs, you must first enter your student email address, then log in using your initials and student ID number.

1. Enter your MCC email address when prompted.

2. On the login screen, enter your username in this format: *initials + ID number (Example: jd1234567)*.
3. Use the password associated with your MCC account.

Password Reset

To reset your MCC password, use your student ID number.

1. Select the "Password Reset" option.
2. Enter your MCC student ID number to begin the password reset process.

Additional Details

- If you're unsure of your ID number, you can look them up through Forgot MCC ID and Username.
- Always use lowercase letters when typing your initials for login purposes.

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