

# Former Students and Employees Password Reset System

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# MyMCC Password Reset Only

## Overview

These instructions are to reset your password for MyMCC for former students, faculty, and staff.

## Getting Started

### Password Reset

Former students and employees are recommended to use the preferred SSO Password reset system. Instructions may be located at [Forgot Password](#).

### No Account Found Error?

Some former students or employees may not have the required account to use the preferred SSO Password Reset System. In this case, please use the following instructions to reset your password using the MyMCC Password Reset System.

- Go to [MyMCC Forgot Password](#)
- Enter your username (e.g. jd00000000) and your personal email address that is of file at McLennan Community College.
  - If the **Submit** button doesn't turn blue, click somewhere in the white part of the window. The button will turn blue.
- Click **Submit**.
- An email will be sent to your personal email address. Click the **Reset your password** link.
- Enter your username and password and then confirm your password.
- Click **Reset Password**.

### Alternate Password Reset System

If you are not getting the password reset email, or the page is not working, please use the alternate password reset system. You can find instructions at [MyMCC and Continuing Education Password Reset Only](#).

# MyMCC and Continuing Education Password Reset Only

## Overview

These instructions are to reset your password for the Continuing Education portal. Former students or employees may use these instructions when the [SSO Password Reset System](#) or the [MyMCC password reset](#) link on MyMCC does not work.

## Getting Started

1. Go to the Continuing Education website: [Continuing Education](#).
2. Click the person icon at the top right and select 'LOGIN'.
3. Click the 'Reset Password' link.
4. Enter your MCC username and click 'Send Email'.
5. The system will generate a temporary password and email it to your personal email.  
Please check your Inbox and Spam folders for an email from the system. The password does not contain the '.' afterwards, only letters and number.
6. Go back to the Continuing Education portal login screen and sign in with your MCC username and temporary password.
7. Once signed in, please click the person icon and select 'MY PROFILE'.
8. Click 'Change Password' and set a new password that **only includes** letters and numbers in it and do not include any personal information (e.g. name, initials, DOB, ID) in the password.
9. Once your password has been reset, please try signing into Continuing Education or MyMCC with your MCC username and new password.