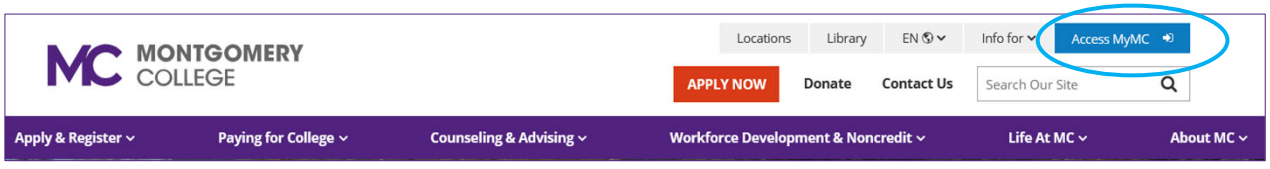
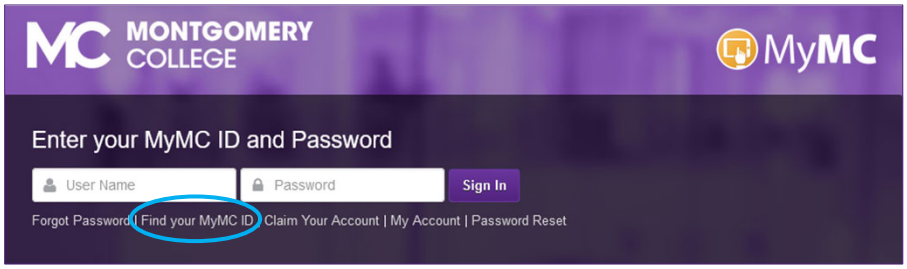
Find your MyMC ID and claim your Montgomery College account

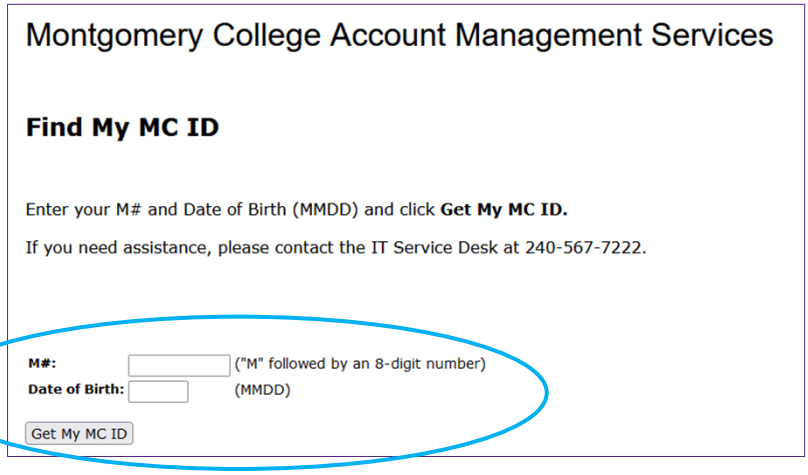
1. Go to the Montgomery College website: https://www.montgomerycollege.edu/
2. In the top right, click on the blue 'Access MyMC' button



3. On the MyMC Login Page, click on 'Find your MyMC ID' under the boxes for User Name and Password



4. On the Find My MC ID page, enter your M# *(you can find this on your registration letter)* and your date of birth as **ONLY the month and day** *(Ex: if your date of birth is Feb 17th you would enter 0217)*

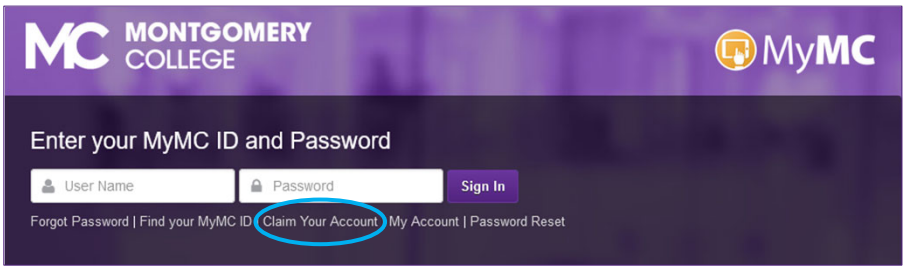


5. Once entered, click on 'Get My MC ID' button

6. You should see your My MC ID number on the next screen *(Ex: JDoe123)*
Write it down and do not lose it; you will need it for the next step and for future access

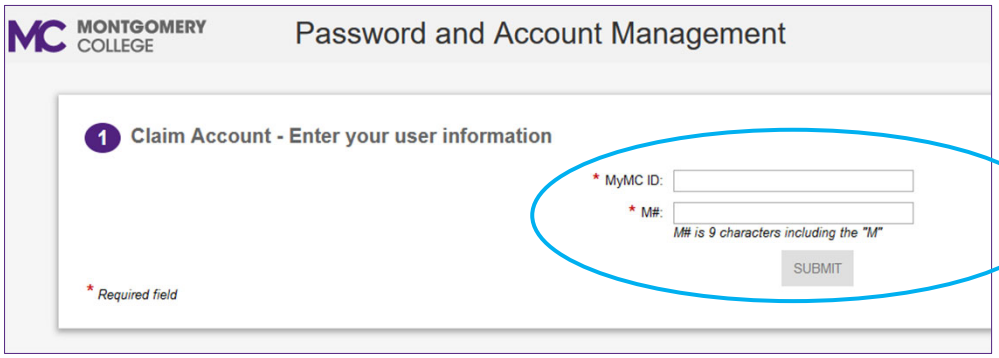
7. Go back to the MyMC Login Page

8. Click on 'Claim Your Account' under the boxes for User Name and Password



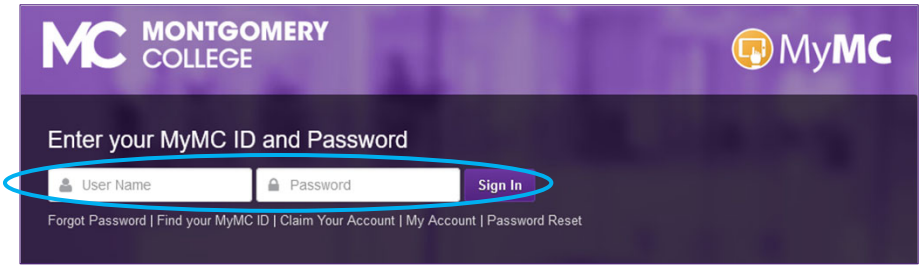
9. Enter your MyMC ID (that you obtained in steps 5 & 6) and enter your M#

10. Click the 'SUBMIT' button



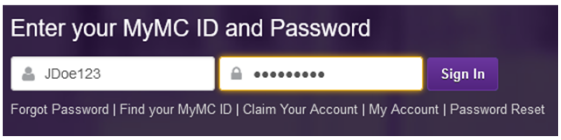
11. To **complete the process**, verify your information and create a password for your account

12. Return to the [MyMC Login Page]



13. Sign In to your account using your MyMC ID as your User Name and the Password you just created *(see example below)*

Example:



2FA
(Two-Factor Authentication)

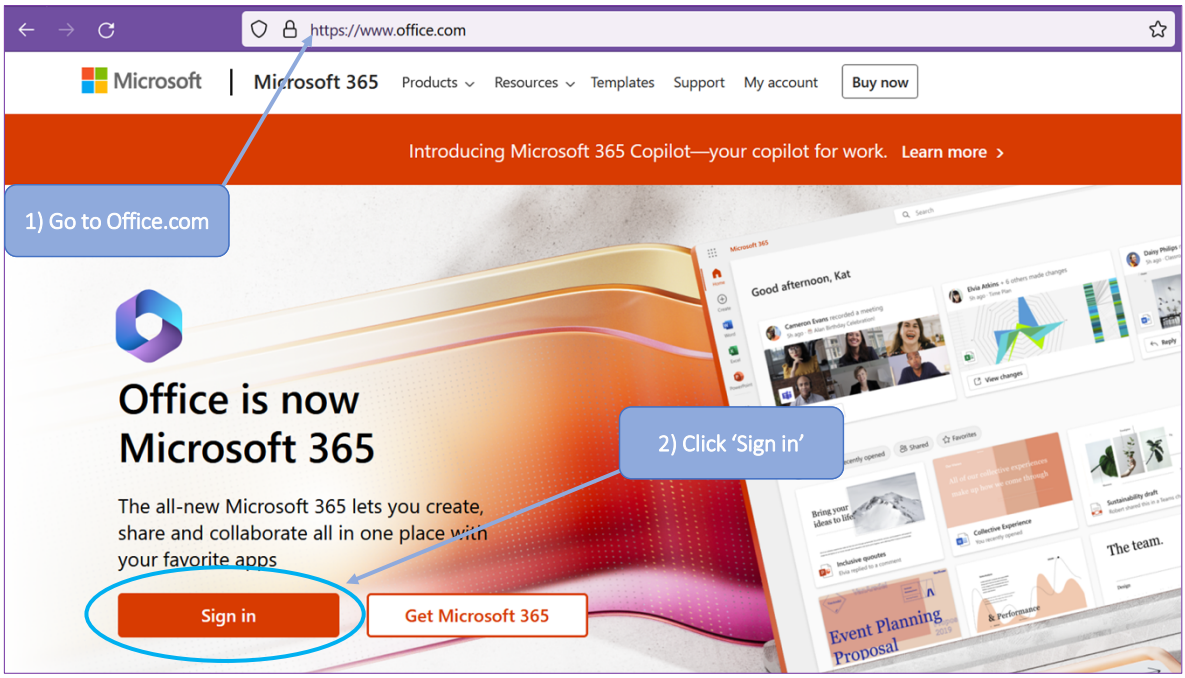
Please refer to the separate instructions on how to setup 2FA (Two-Factor Authentication) for your account; once done you may proceed to the next step and install Microsoft Office

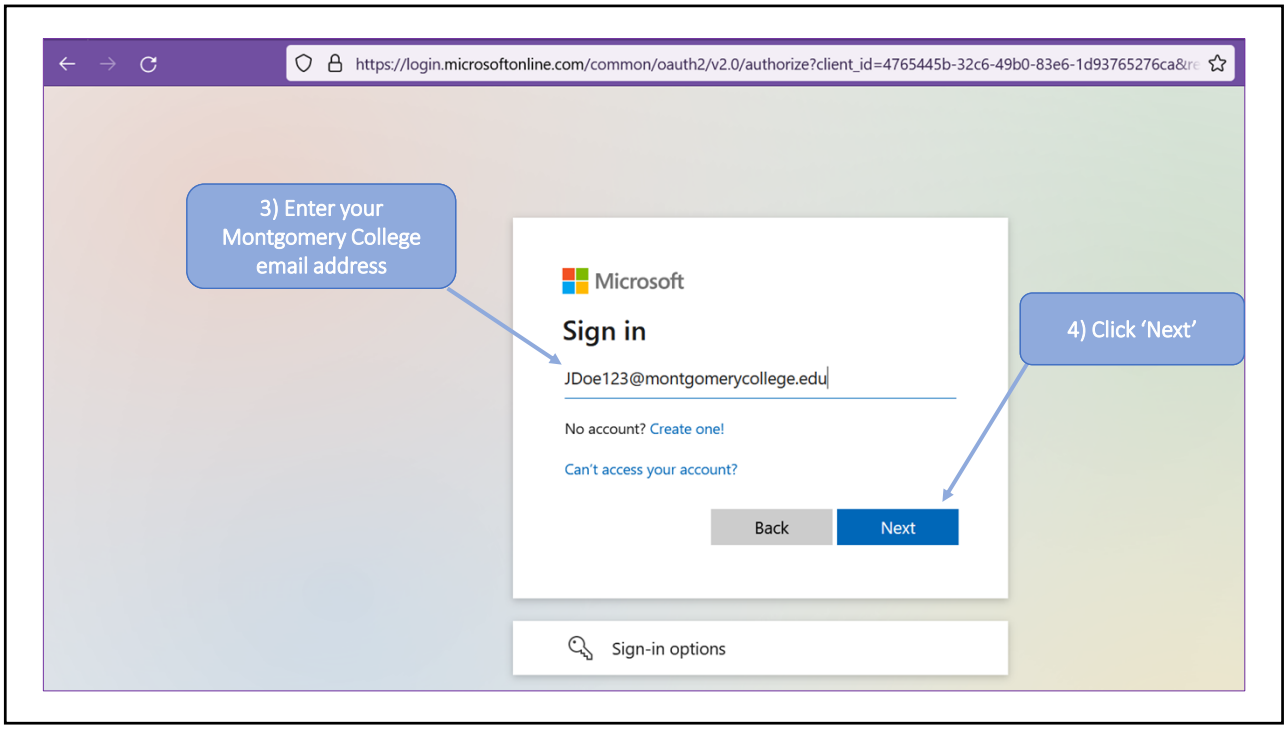
Install Microsoft 365 Office Apps

Install Microsoft 365 Office Suite on your computer from your Montgomery College account

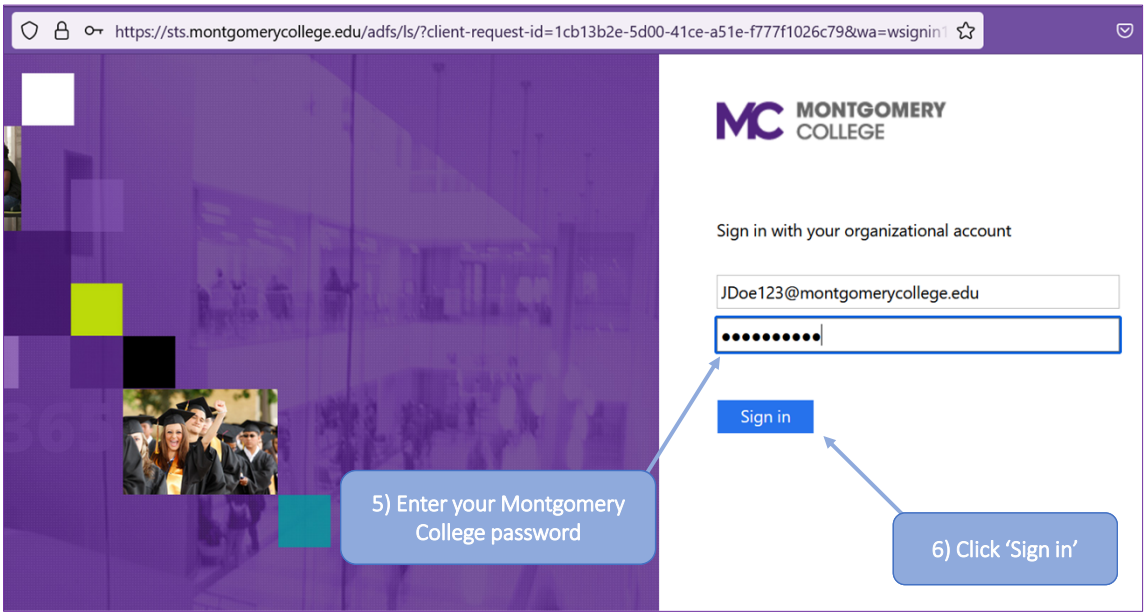
NOTE: This **must be a desktop or laptop running Windows 10/11** or MacOS *(i.e. an Apple computer)*

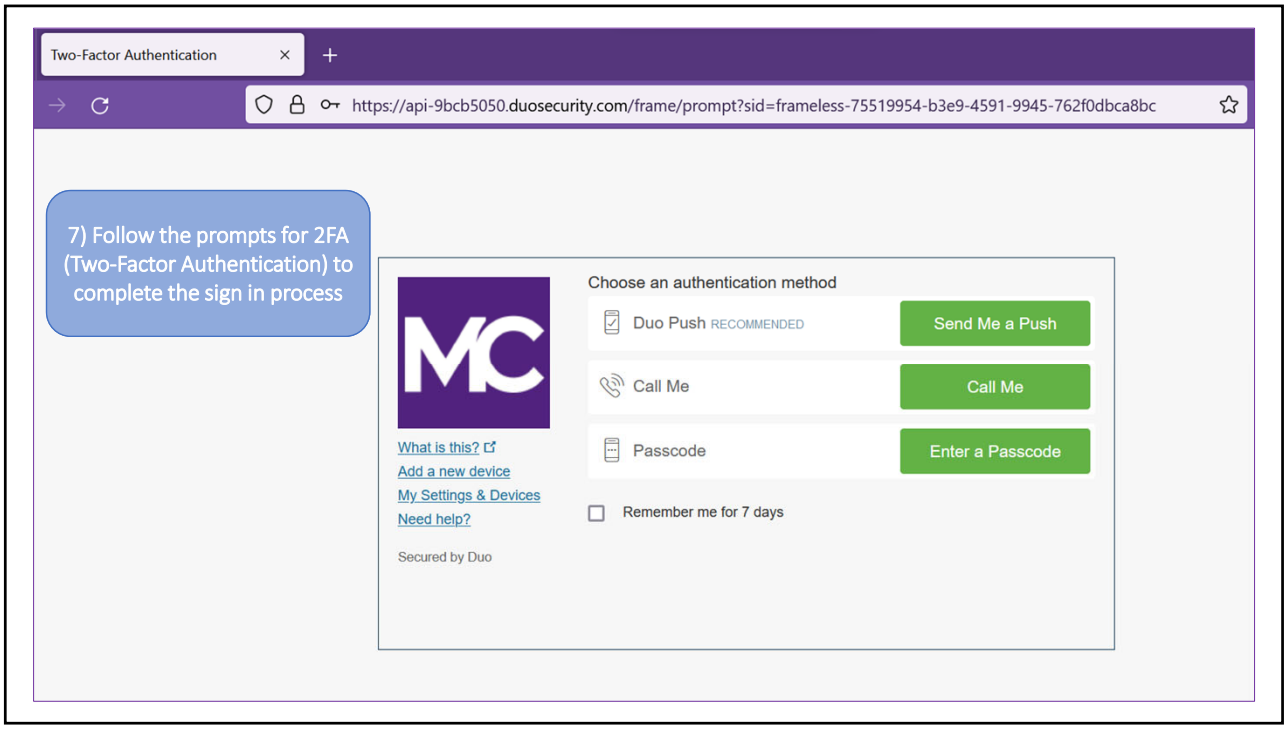
The software is **NOT compatible with Chromebooks or mobile devices** (such as smartphones or tablets)

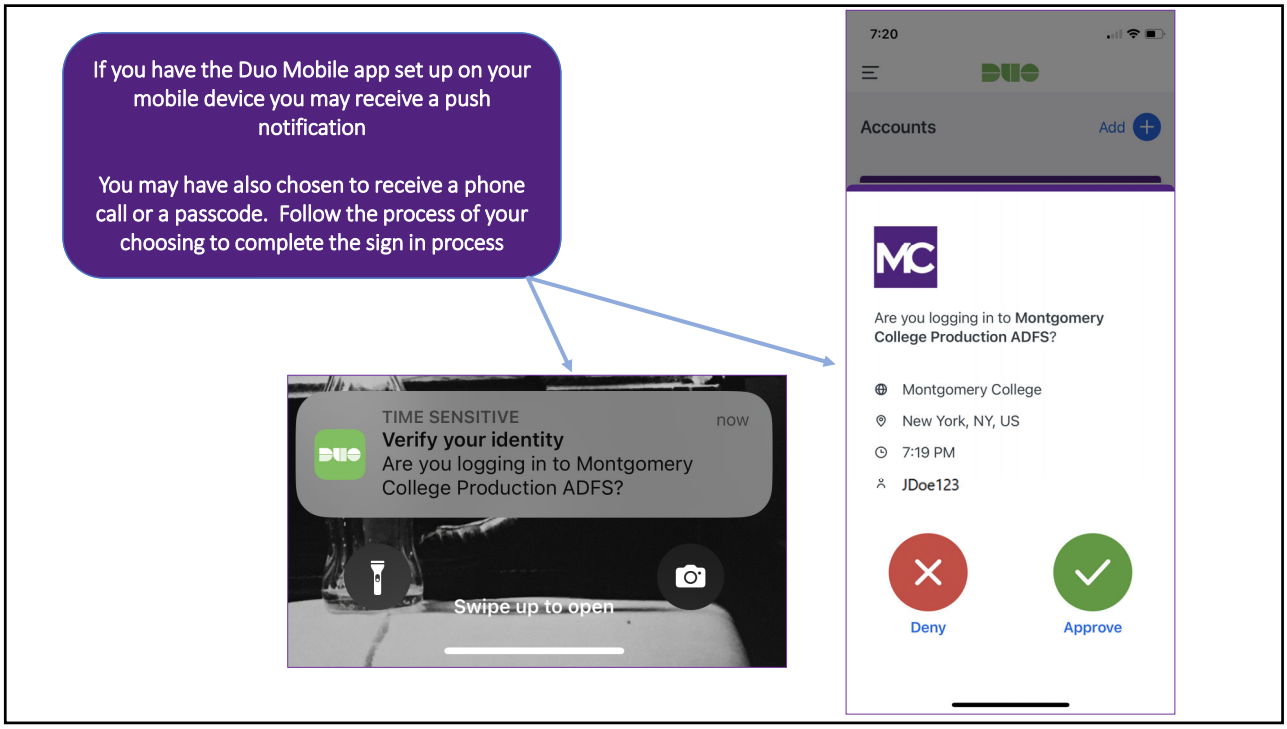


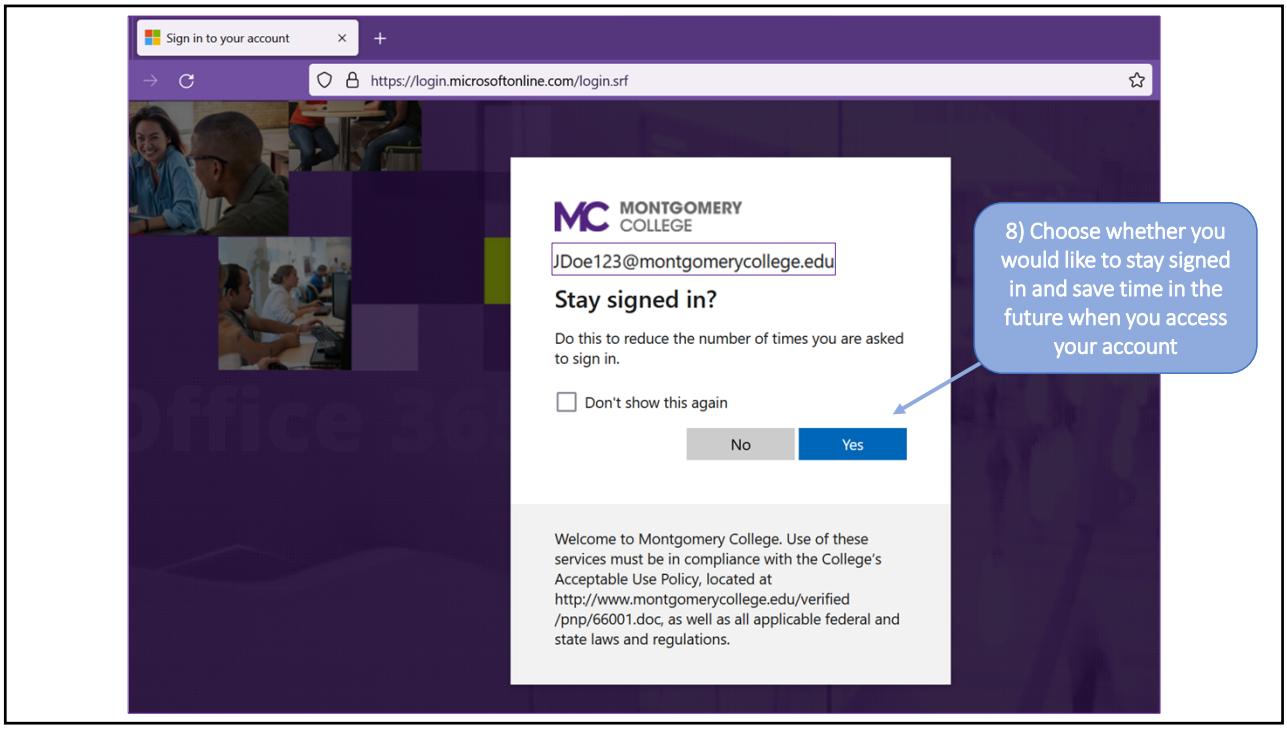


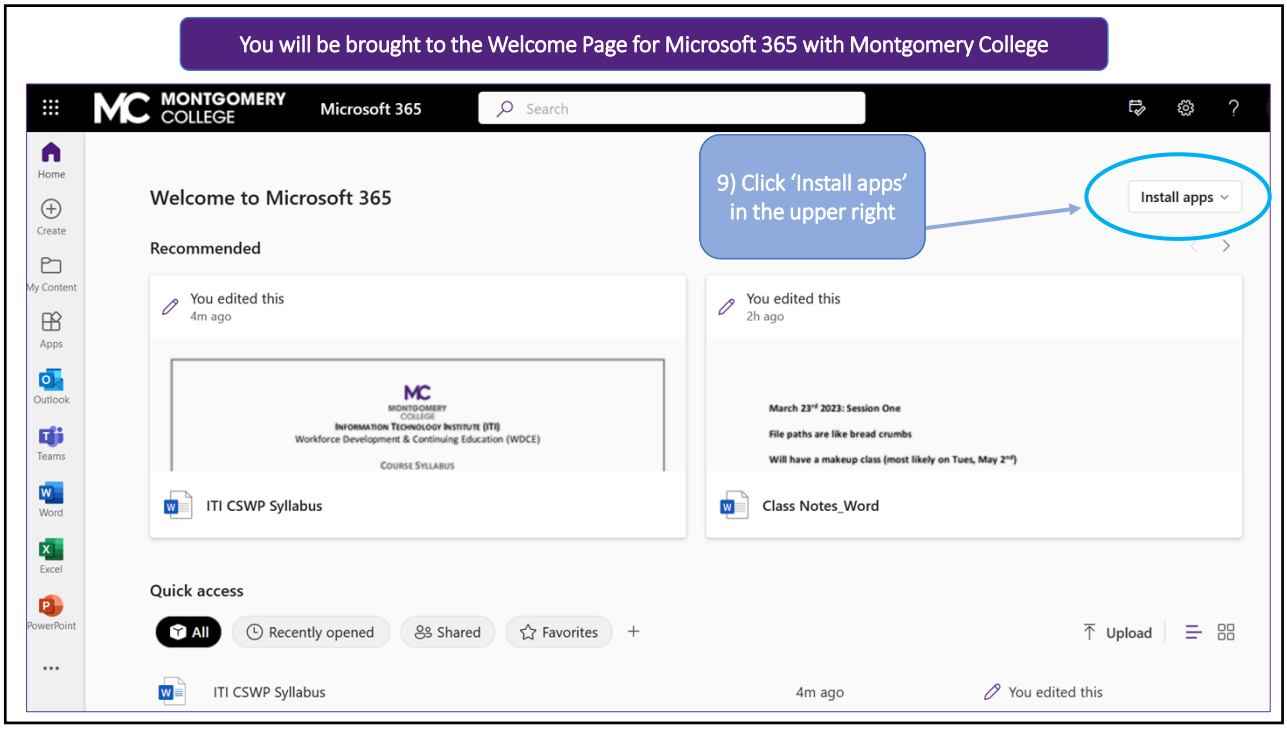
You will be redirected to the Montgomery College organizational sign in page for Microsoft 365

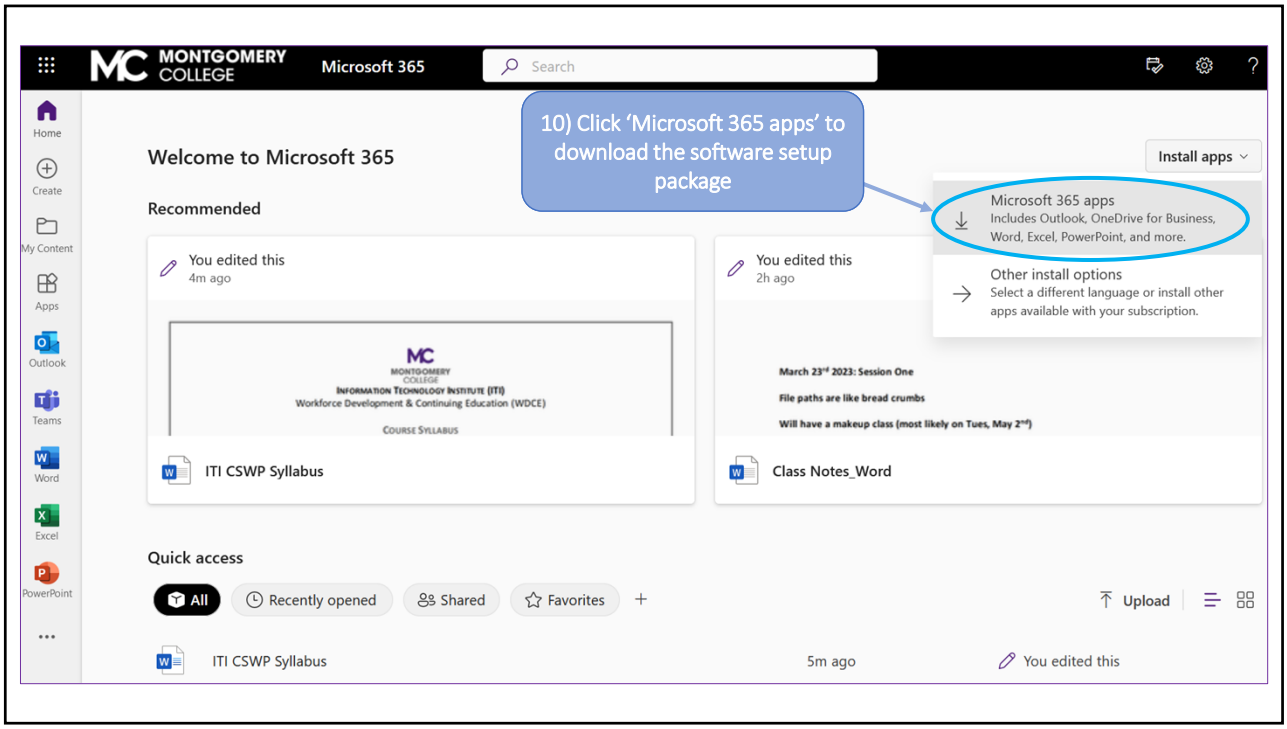


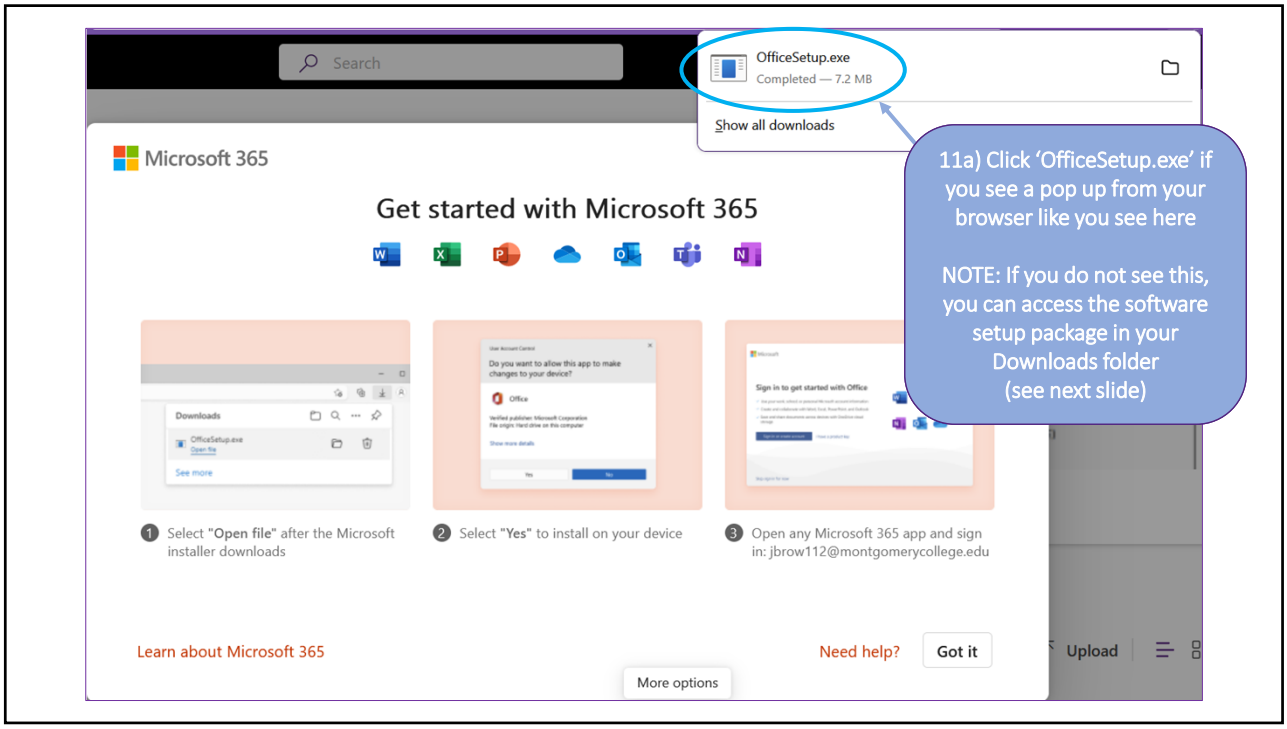

Two-Factor Authentication
https://api-9bcb5050.duosecurity.com/frame/prompt?sid=frameless-75519954-b3e9-4591-9945-762f0dbca8bc
7) Follow the prompts for 2FA (Two-Factor Authentication) to complete the sign in process
Choose an authentication method
Duo Push RECOMMENDED
Send Me a Push
Call Me
Call Me
Passcode
Enter a Passcode
Remember me for 7 days
What is this?
Add a new device
My Settings & Devices
Need help?
Secured by Duo


If you have the Duo Mobile app set up on your mobile device you may receive a push notification
You may have also chosen to receive a phone call or a passcode. Follow the process of your choosing to complete the sign in process
TIME SENSITIVE
now
Verify your identity
Are you logging in to Montgomery College Production ADFS?
Swipe up to open
7:20
Accounts
Add
Are you logging in to Montgomery College Production ADFS?
Montgomery College
New York, NY, US
7:19 PM
JDoe123
Deny
Approve

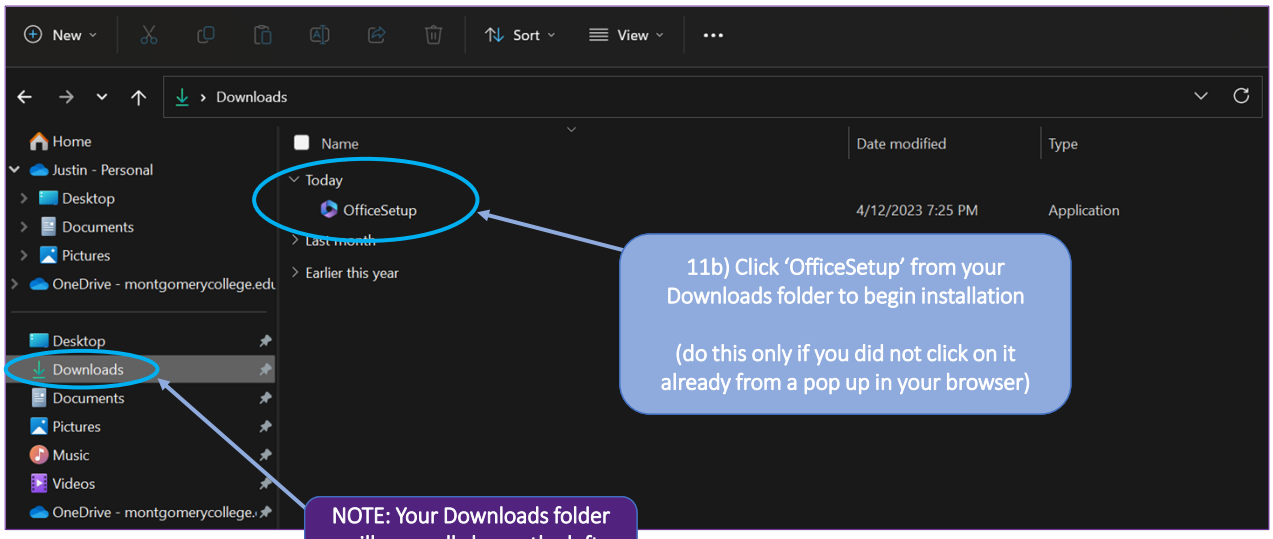

Sign in to your account
https://login.microsoftonline.com/login.srf
MONTGOMERY COLLEGE
JDoe123@montgomerycollege.edu
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
Don't show this again
No
Yes
Welcome to Montgomery College. Use of these services must be in compliance with the College's Acceptable Use Policy, located at http://www.montgomerycollege.edu/verified/pnp/66001.doc, as well as all applicable federal and state laws and regulations.
8) Choose whether you would like to stay signed in and save time in the future when you access your account


You will be brought to the Welcome Page for Microsoft 365 with Montgomery College
MONTGOMERY COLLEGE
Microsoft 365
Search
Home
Create
My Content
Apps
Outlook
Teams
Word
Excel
PowerPoint
Welcome to Microsoft 365
Recommended
9) Click 'Install apps' in the upper right
Install apps
You edited this
4m ago
ITI CSWP Syllabus
You edited this
2h ago
Class Notes_Word
Quick access
All
Recently opened
Shared
Favorites
Upload
ITI CSWP Syllabus
4m ago
You edited this


MONTGOMERY COLLEGE
Microsoft 365
Search
Home
Create
My Content
Apps
Outlook
Teams
Word
Excel
PowerPoint
Welcome to Microsoft 365
10) Click 'Microsoft 365 apps' to download the software setup package
Install apps
Recommended
Microsoft 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
Other install options
Select a different language or install other apps available with your subscription.
You edited this
4m ago
You edited this
2h ago
ITI CSWP Syllabus
Class Notes_Word
Quick access
All
Recently opened
Shared
Favorites
Upload
ITI CSWP Syllabus
5m ago
You edited this


Search
OfficeSetup.exe
Completed — 7.2 MB
Show all downloads
11a) Click 'OfficeSetup.exe' if you see a pop up from your browser like you see here
NOTE: If you do not see this, you can access the software setup package in your Downloads folder (see next slide)
Microsoft 365
Get started with Microsoft 365
1 Select "Open file" after the Microsoft installer downloads
2 Select "Yes" to install on your device
3 Open any Microsoft 365 app and sign in: jbrow112@montgomerycollege.edu
Learn about Microsoft 365
Need help?
Got it
More options
Upload

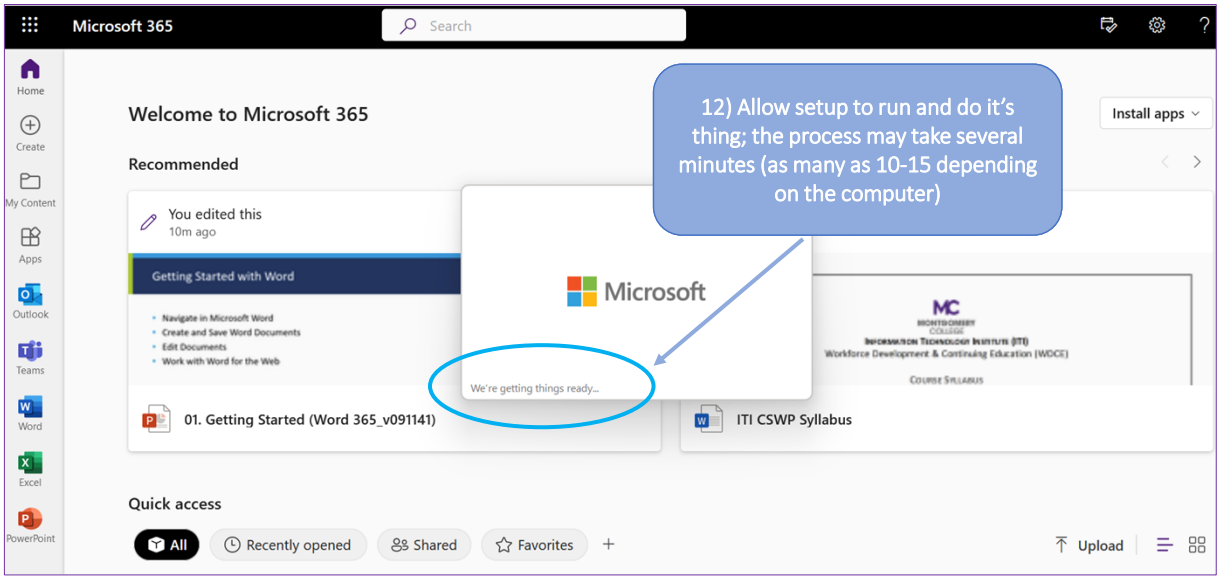
Open File Explorer and navigate to your Downloads folder to access the setup package



11b) Click 'OfficeSetup' from your Downloads folder to begin installation

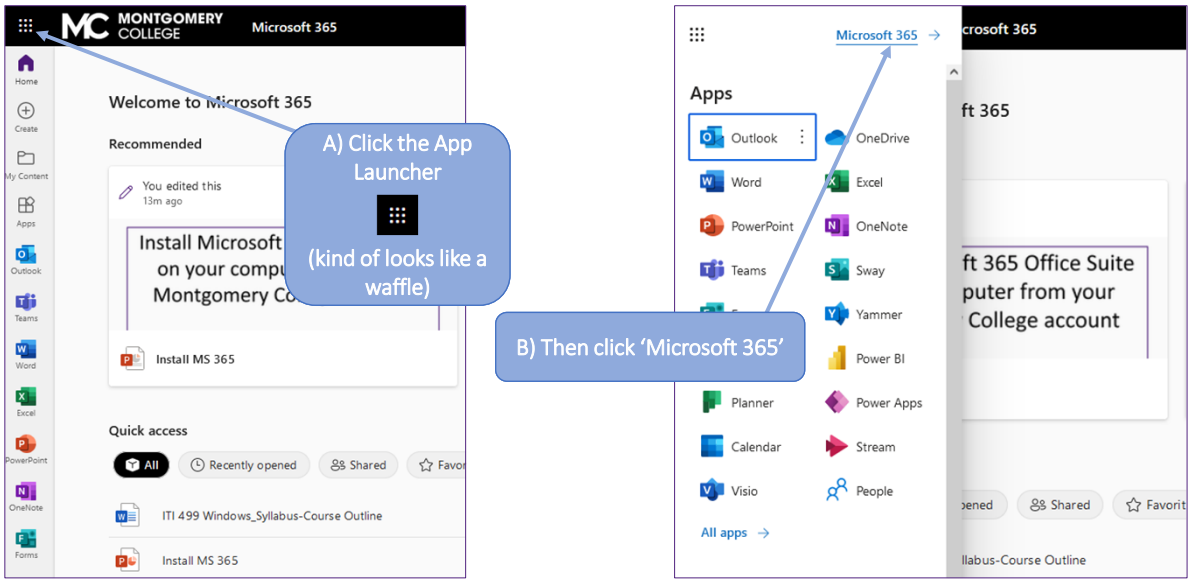
(do this only if you did not click on it already from a pop up in your browser)

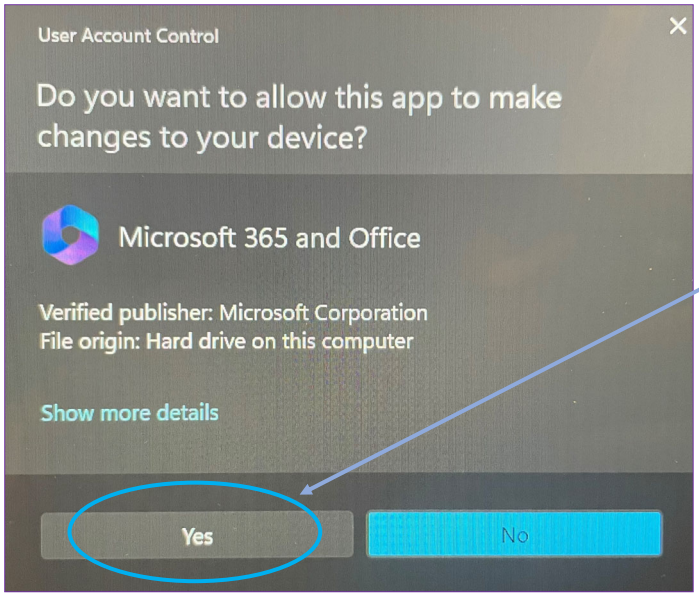
NOTE: Your Downloads folder will generally be on the left when you open File Explorer



12) Allow setup to run and do it's thing; the process may take several minutes (as many as 10-15 depending on the computer)

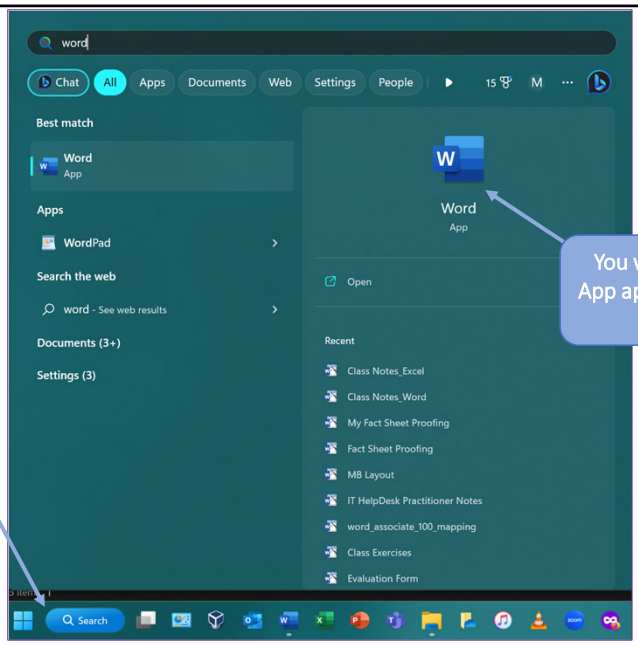
If you accidentally navigate away from the Welcome Page in Microsoft 365 before you are able to download the Setup.exe package you can navigate back by clicking on the 'App Launcher' in the upper-left and then clicking 'Microsoft 365' as shown below
(return to step 9 once you return to the Welcome Page)





13) Click 'Yes' if you receive any prompts confirming if you would like to allow the installation to make changes to your computer

14) Once the setup process is complete, you can verify the installation was successful by searching for 'Word' using the Search feature in the lower left



You will see the Word App appear; click on it to open Word

NOTE: You will have to Sign in using your Montgomery College email address and password to activate the software the first time you open it

At this point you should have Microsoft Office 365 successfully installed on your computer!

If you need assistance you can contact the Service Desk at 240.567.7222 or itservicedesk@montgomerycollege.edu