Getting Connected at MCC

A Guide to Accessing your Student Accounts

Step 1: Log into the SIS & Set up SIS 24/7 Password Reset Functionality

The Student Information System (SIS) is where you obtain your EasyLogin information and view your class schedule, grades, student account & financial aid information. Online payment is also available in the SIS.

1. Go to www.mccnh.edu and select Current Students from the Resources For menu located within the black bar at the top of MCC’s homepage.

2. Scroll down to the section entitled Student Online Services; click on the link Setting up your Accounts.

3. Within the section “Getting Started Today”, click on the button “Set up your SIS and EasyLogin”.

4. Scroll down to the section entitled How to I get to SIS for the first time? and click on the direct link to SIS for first-time users.

5. For first time users logging into the SIS:
   a. The User ID is your Student ID number (including the “A”)
   b. Your PIN will be your 6-digit birthday (mmddyy format). Or, if that doesn’t work, try the last six digits of your ID#.
   c. Click the “Login” button.

6. Reset your Pin
   a. Re-enter your default PIN Number.
   b. Pick a new PIN Number. It must be any combination of six numbers, no letters. You will have to enter it twice to confirm. Write it down for future reference!
   c. Click the “Login” button.

7. Accept Terms of Usage
   a. Read the terms.
   b. Click Continue

8. Set up SIS Security Questions
   a. Enter your new PIN which was set up a few screens before.
   b. Select a security question from the drop down box and provide the answer.
   c. The answer is case sensitive.

You are now at the SIS Homepage.

Step 2: Obtain your EasyLogin Account Info

1. While at the SIS Homepage, click on the “Personal Information” tab.

2. Click on the “Student EasyLogin Information” link.

3. If your EasyLogin username and default password have been created, it will be displayed.

   Make a note of your ID number and your EasyLogin default password as you will need them in the next step.

4. Click on the Activate/Manage EasyLogin link.

   Note: It takes 24 to 48 hours after registration before an EasyLogin account is created. Students will not be able to proceed to #4 above until their EasyLogin account has been created.

Steps continued on the back page.
**Step 3: Log into EasyLogin and Set up 24/7 Password Reset Functionality**

1. Using username and password provided in Step 2, log into the EasyLogin Portal.
2. Set up 2 security questions. 
   **Make a note of your security questions as you will need them in the future, should you forget your password.**
3. Click on Enrollment tab.
4. Change your default password by clicking on the Change Password tab.
   a. Enter the default Password you obtained in Step 2 above.
   b. Enter a new password. The rules surrounding the password are displayed on the screen.
   c. Click on the Okay button.

**Step 5: Access Canvas**

Canvas is MCC’s Online Learning Application.

1. Return to www.mccnh.edu webpage.
2. Select Canvas from the Quick Links drop down menu located within the black bar at the top of MCC’s homepage.
3. Enter your EasyLogin Username and Password (provided and setup in Steps 2 & 3).

Note: Courses will not display in Canvas until your instructor makes them viewable to the class.

**Step 6: Register for MCC Emergency Alerts (GetRave)**

Receive recorded messages, texts or emails in the event of MCC emergencies, delayed openings or closings.

2. Click on the Register button.
3. Complete the online registration form. The registration email address MUST be your MCC (CCSNH) email.
4. Check your MCC email account for a Rave email confirmation.
5. Confirm your email address by clicking on the link within the Rave confirmation email.
6. If you’ve added a mobile phone number, check your cell phone for a text from Rave with an activation code.

**Need Assistance or Have Questions?**

Open a Help Desk Ticket at: mccnh.edu/helpdesk or give us a call during the week from 8am-5pm.

**IT HELP DESK**

(603) 206-8080

Monday-Friday 8am-5pm