Step 2

# MyPCC Account Setup



## Set up account: Enter your username

# Start at pcc.edu/setup

#### Set up my account

Step 1 of 6: Request an account setup code

| Enter your MyPCC username to get started setting up your according to student, check your admissions email. | ount. You can <u>look up your username</u> or, if you are a |
|---|---|
| MyPCC username:   |   |
| Next  |   |



## Set up account: Set up code message sent

#### Set up my account

We sent an account setup code to your email address. Check your email to finish setting up your account. If you don't receive the email, contact the Help Desk at 971-722-4400.



## Set up account: Click link & copy code

From: <notify@pcc.edu>
Date: Tue, Sep 13, 2016 at 11:57 AM
Subject: [PCC Notification] PCC account setup code
To: someone@gmail.com

Hello <name>,

You requested a PCC account setup code Please click the link below and enter this code: I^8&gQF^

https://account.pcc.edu/selfservice/accountClaim/find
If you didn't initiate this request, contact the Help Desk at 971-722-4400.



# Set up account: Enter username & code

#### Set up my account

Step 2 of 6: Enter setup code

| MyPCC username: | user.name |  |
|-----------------|-----------|--|
| Setup code:     |           |  |

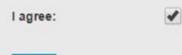


## Set up account: Accept T & C

#### Set up my account

Step 3 of 6: Policy agreement

PCC Policy Statement: Be advised that by entering your User Name and Password on this site, you are requesting access to MyPCC and agree to the conditions of all applicable <u>Information Security Policies and Standards</u>. Students also agree to the conditions of the <u>Code of Student Conduct</u>. Employees agree to abide by all applicable <u>employee policies</u>. Employees accessing these resources outside of their regular workplace or schedule should fill out the <u>Telecommuting Agreement and Authorization form [doc]</u> with their manager's approval.







## Set up account: Enter contact info

#### Set up my account

Step 4 of 6: Set alternate contact information

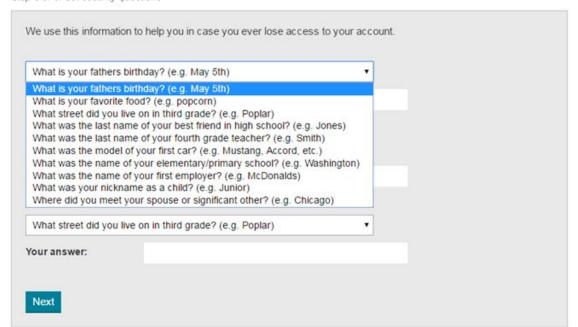
| count.            | ernate contact information. We use this information to contact you in case you |
|-------------------|--|
|                   |  |
|                   |  |
| Please use t      | the format 1234567890  |
| AT&T ▼            |  |
| AT&T              | provider is not listed, places contact the Hain Dask at 074, 722, 4400         |
| Boost             | provider is not listed, please contact the Help Desk at 971-722-4400.          |
|                   |  |
| The second second |  |
| Verizon           |  |
|                   | lease use t<br>AT&T ▼<br>AT&T  |

Portland Community

#### Set up account: Secret questions

#### Set up my account

Step 5 of 6: Set security questions





# Set up account: Set up password

#### Set up my account

Step 6 of 6: Set your password

| New password:     |  |  |
|-------------------|--|--|
|                   | Your password must include at least 9 characters, including letter, and either 1 number or 1 special character (!@#\$^&). or MyPCC username. |  |
| Confirm password: |  |  |



## Set up account: DONE!



#### Account setup complete

Great, now you can log into MyPCC but access to your PCC email may take 24 hours.



## Set up account: DONE!



#### Account setup complete

Great, now you can log into MyPCC but access to your PCC email may take 24 hours.



