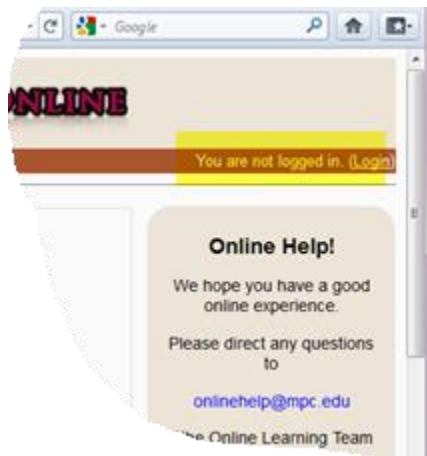


MPC Online Login Instructions for First Time Users

<http://mpconline.mpc.edu>

Step 1: Make sure pop-up blockers are turned off.

Step 2: Click on “Login” link in the upper right corner of the MPC Online website.



Step 2: Login Link

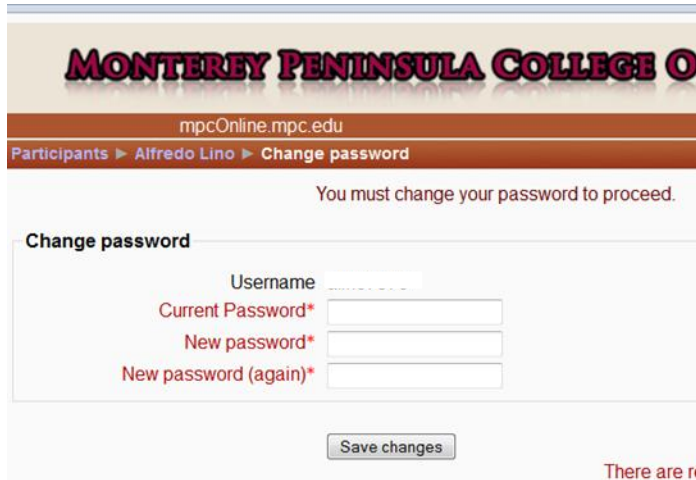
Step 3: Insert your **username**. Student user names include: First initial, full last name, last 4 digits of your **student ID** number (**not** your social security number). Omit hyphens or apostrophes.

A screenshot of the login form on the MPC Online website. The form is titled "Returning to this web site?". Below the title, it says "Login here using your username and password (Cookies must be enabled in your browser) ?". There are two input fields: "Username" and "Password". The "Username" field has a red text label next to it: "1st initial+full last name+last 4 of SID". The "Password" field has a red text label next to it: "changeme". A "Login" button is located to the right of the "Password" field.

**Steps 3 & 4:
Username & Password**

Step 4: Insert the initial **password** – “changeme” [This is “change me” with no space between the two words.] Note: This should be in all lowercase letters.

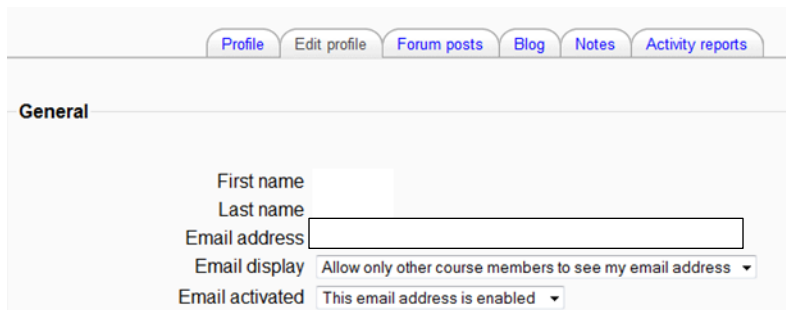
Step 5: Reset your password from “changeme” to one that you will use throughout the course. Click on “Save Changes.” [Remember to write down your new password!]



The screenshot shows the 'Change password' form on the Monterey Peninsula College Online platform. At the top, the college name 'MONTEREY PENINSULA COLLEGE ONLINE' is displayed in a stylized font. Below it, the URL 'mpcOnline.mpc.edu' and the user's name 'Alfredo Lino' are visible. The form title is 'Change password' and includes a message: 'You must change your password to proceed.' The form fields are: 'Username' (pre-filled), 'Current Password*', 'New password*', and 'New password (again)*'. A 'Save changes' button is at the bottom. A red error message 'There are re' is partially visible at the bottom right.

Step 5: Reset Password

Step 6: If your “Edit Profile” comes up, make sure you have a valid email address entered in the space called for. You CANNOT go further unless you supply a valid email address.




The screenshot shows the 'Edit profile' form with the 'General' tab selected. The 'Email address' field is highlighted with a blue arrow. The form includes fields for 'First name', 'Last name', 'Email address', 'Email display' (a dropdown menu), and 'Email activated' (a dropdown menu).

Step 6: Insert Valid Email Address

Step 7: Although this is optional, you are encouraged to post a picture of yourself in your profile. When you participate in a forum a small postage stamp sized picture will be displayed next to your posting. This helps foster a sense of community which is missing from a face-to-face class.

Picture of

Current picture 

Delete

New picture (Max size: 512MB)

Picture description

Interests

List of interests

Optional

There are required fields i

Step 7: Post Your Picture

Step 8: Click “Update Profile”

Step 8: When you have finished updating your profile, scroll down and click on “**update profile.**” If you see the word “**continue**” click on it.

Step 9: Access your course by clicking onto the “MPCOnline” link on the upper left of your screen. Once you complete this, you will see your entire enrolled course links listed on the left side of your screen.



Step 9: Click “MPCOnline”

For additional assistance contact the MPC Online Technical Team at onlinehelp@mpc.edu. You can also come by to visit the MPC Online Center, Room 318, in the Library Technology Building.