**WHAT IS MY WAY?**

MCC My Way is the web portal at MCC. The portal provides single sign-on access by automatically logging into My Services, Microsoft Outlook Calendar, Student Planning, Office 365, and Blackboard (for online course work). Also available are task list, announcements, news, events, and a link to OrgSync sites.

**USE MY WAY TO ACCESS:**
- My Services
- Blackboard for online courses
- Student email
- News at MCC
- Student Planning to plan, schedule, and register for your classes

**USE MY SERVICES FOR:**
- Student Account
- Search and Register for Classes through My Way
- Class schedule
- Final course grades
- Financial Aid status
- Tuition payments
- Address change
- Transcript request

**LEARN ABOUT:**
- Logging in to My Way – page 2
- Security credentials – page 2
- Student Planning to search and plan for classes – page 3
- Student Planning to register and see program progress – page 4
- Searching and Registering For Classes through My Way – page 5
- Dropping a Class through My Way – page 6
- My class schedule – view/print – page 6
- Viewing your Academic Evaluation through My Way – page 7
- Viewing your grades – page 8
- Transcripts – page 8
- Blackboard access – page 8
- Email – page 9
- Sign out of the Portal – page 9
- Mobile apps – page 9

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Metropolitan Community College
How do I log into My Way?
Open a web browser (i.e., Internet Explorer or Firefox). Enter myway.mccneb.edu into the address bar of the browser.

What are initial security credentials?
Users will provide security credentials (username and password) when accessing one of the applications from the portal for the first time. When your password changes, you will once again be prompted for your security credentials. This process is used to secure access to our student information.

If I am unable to sign on to My Way, who do I contact?
Contact the Help Desk via email helpdesk@mccneb.edu

How do I know if I am properly logged into the portal?
Your name will appear in the top right corner of the portal page.

How do I return to the portal home page?
Click the logo “Metropolitan Community College” to return to the portal home page.
Student Planning will help you plan, schedule, and register for your classes.

Select **Student Planning** from the portal home page, or in **My Way**, go to **My Services** on the right side, click **My Services for Students**, select **Academic Profile**, then **Student Planning**.

Under **# 2 Plan you Degree & Register for Classes**, click **Go to Plan & Schedule**.

To search for courses, enter the class prefix or subject in the Search box. Let’s search for Accounting. Choose the options on the left (under **Filter Results**) that work for you.

In this example several options were chosen to narrow the search. When you have narrowed down the list, click **View Available Sections**. A drop down window will allow you to review the sections for the classes you have chosen. Review the sections offered; when you found the one that will work for you, click **Add Section to Schedule**. The pop up window will detail the class information; review it for accuracy, then click Add Section to Schedule.

**You are not registered yet!** Click the subtab **Plan & Schedule**.
Student Planning will help you plan, schedule, and register for your classes (continues).

The section that you plan on taking is added to your schedule. Clicking on the Register Now button will register you for all of your planned classes in that quarter. Clicking on Register will register you for that individual class.

Once you have successfully registered for a course, it will appear in green and be listed as Registered.

YOU ARE NOW REGISTERED.

You can drop a registered class in Student Planning by selecting Drop.

If a course on your schedule is closed or waitlisted, a notification message will appear. If applicable, select Waitlist to be placed on a waitlist for the class in your schedule.

If you are not allowed to register for a class, a notification message will appear in the upper right, letting you know the next steps to follow or how to take care of the hold. If you have specific questions about your degree requirements or classes you are considering, please contact your academic adviser.

To view your progress for your declared program, click on My Progress to see what class are completed, registered, in-progress, and not started.
How to Search and Register for Classes through My Way

Once in My Way, go to My Services on the right side, click My Services for Students, and select Registration.

With registration tab expanded, click on Search for credit Classes (link). The Credit Class Schedule will come up in a new tab. Choose the quarter you will attend, then click the subject and the campus to display the list of classes offered.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>LOCATION</th>
<th>INSTRUCTION METHODS</th>
<th>COURSE NAME</th>
<th>SYNONYM</th>
<th>TITLE</th>
<th>FACULTY</th>
<th>MEETING INFO</th>
<th>DATES</th>
<th>CREDITS</th>
<th>BOOKSTORE URL</th>
<th>IMPORTANT DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Connector Building - Room 206</td>
<td>On Campus</td>
<td>ENGL_1010</td>
<td>247888</td>
<td>English Composition I (2015 Credit Fall ENGL_1010 7E)</td>
<td>K. Fullerson</td>
<td>MW 1010 AM - 11:50 AM</td>
<td>9/7/2016</td>
<td>12:00 AM - 11/21/2016</td>
<td>12:00 AM</td>
<td>4.5</td>
</tr>
</tbody>
</table>

To see the detail class description, right click on the Title to open into a new tab. Other information provided will be the Section Name, Departments, Prerequisites and Corequisites, Academic Level, Course Type, Credits, and Books.

To view the Available/Capacity, you will need to be signed in. To do this, click the blue Sign In button in the upper right corner. If you are already signed into My Way, clicking the Sign In button will automatically sign you in, otherwise please use your username and password to sign in. Once you are signed in, the Available/Capacity/Waitlist will show the number of available seats for the class and the capacity which is the total number of students allowed into the class. If the class is at capacity, it can also indicate the number of students on the Waitlist. You can also click the link Show Other Offerings for This Course.

One way to register for a class is to click Add To Preferred List button – the class will be added to your shopping cart. At this point, you are not registered yet. To finalize the process, click Go to your preferred list to access your shopping cart.

Select Register from the Action drop-down menu, and then click Submit at the bottom of the screen.

If registration is successful, you will see a message that states “Registered for this section,” and the class name will be added to the list of sections for which you are currently registered.

If registration fails, the reason will be displayed on the top of the screen.

Note: If you wish to be put on the waitlist for a class, click the waitlist option in the actions menu and click Submit.
Dropping a Class through My Way

If you receive a message that states “the following request(s) have been processed,” you have successfully dropped the class(es). To confirm your class was dropped, check your class schedule.

How do I view and print my class schedule?

Once in My Way, go to My Services on the right side, click My Services for Students, and select Academic Profile.

Click My class schedule to view or print your schedule.

Use the refund calculator by clicking on Student Accounts and then Tuition Refund Modeler and follow the steps before dropping a class to know how much tuition will be refunded on that day.

With registration tab expanded, click on Register and Drop Sections. Under Current Registrations, click the Drop box, then click Submit at the bottom of the page.

If you receive a message that states “the following request(s) have been processed,” you have successfully dropped the class(es). To confirm your class was dropped, check your class schedule.
Viewing your Academic Evaluation through My Way

Under My Services, choose Academic Profile, then click Academic Evaluation.

If you have declared your degree, click the circle next to your degree, click Submit.

If you are using “What if I changed my program of study?” leave the circle unchecked under Active Program and use the scroll bar to look at another degree of interest, once selected, click Submit.

Select the catalog year, click Submit.

The Program Evaluation gives a summary and details of the classes you have taken and need to take to complete the degree.

Program Summary: (In Progress)

<table>
<thead>
<tr>
<th>Program Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: General Education Accounting (In progress)</td>
</tr>
<tr>
<td>Credits Earned: 21.5</td>
</tr>
<tr>
<td>Complete all 4 subrequirements:</td>
</tr>
</tbody>
</table>

Note: Under General Education, it lists the categories of classes, which has a category of Other, this refers to other classes required. This is separate from Other Courses listed at the bottom, which are courses that are not part of the degree searched.

Metropolitan Community College
Viewing Your Grades

Under My Services, click My Services for Students, choose Academic Profile, and then click Grades.

Choose the term, and click Submit to view your grades.

Getting MCC Unofficial Transcript

Click MCC Unofficial Transcript. The transcript will be displayed and can be printed.

Ordering an Official Transcript

To order a transcript, click Transcript Request & Status Check link, and follow the instructions on the web page.

Blackboard

MCC’s credit online, hybrid, and web-enhanced courses are delivered via Blackboard. If you are already logged in, click the Blackboard icon from the home page. For direct access, go to: https://mccneb.blackboard.com and enter your username (not your full email address), and your password.

Courses are displayed on the right under My Courses. If you don't see a course, it will appear on its Start Date and disappear after its End Date.
MCC email uses Office 365

On your home page in My Way, on the left side, click Office 365 to access your student email.

This is the e-mail account the College will use to communicate with you about campus-related issues and reminders. Be sure to check your e-mail frequently.

How do I sign out of the Portal?

Your name appears in the top right corner of the portal page. Click the drop down arrow and click Sign Out.

How can I access MCC without a computer?

Ellucian Go Mobile

Download Ellucian Go MCC mobile app to access multiple features that will keep you connected to MCC!

Get started

1. Download Ellucian Go from the Apple App Store, Google Play or Amazon (Kindle Fire).
2. Launch the app, and select Metropolitan Community College Nebraska from the list of schools.
3. Click Sign In at the bottom of the screen, and use your MCC username and password to log in. Usernames do not use the @mail.mccneb.edu

When you change your MCC password, you will need to log in to the Ellucian Go app with your new password.

OrgSync

MCC’s OrgSync can be accessed from the My Way home page or with a mobile app.

OrgSync is an online engagement tool for students to connect, join, and participate with various organizations and activities outside of the classroom.

OrgSync students can:

- Join organizations and clubs
- Connect with engagement activities
- Track extra-curricular involvement
- Create a co-curricular transcript
- Build an e-portfolio and resume

Need help with OrgSync? Go to OrgSync’s help desk at help.orgsync.com

OrgSync is not a replacement for the MCC Website, My Way, or Blackboard.