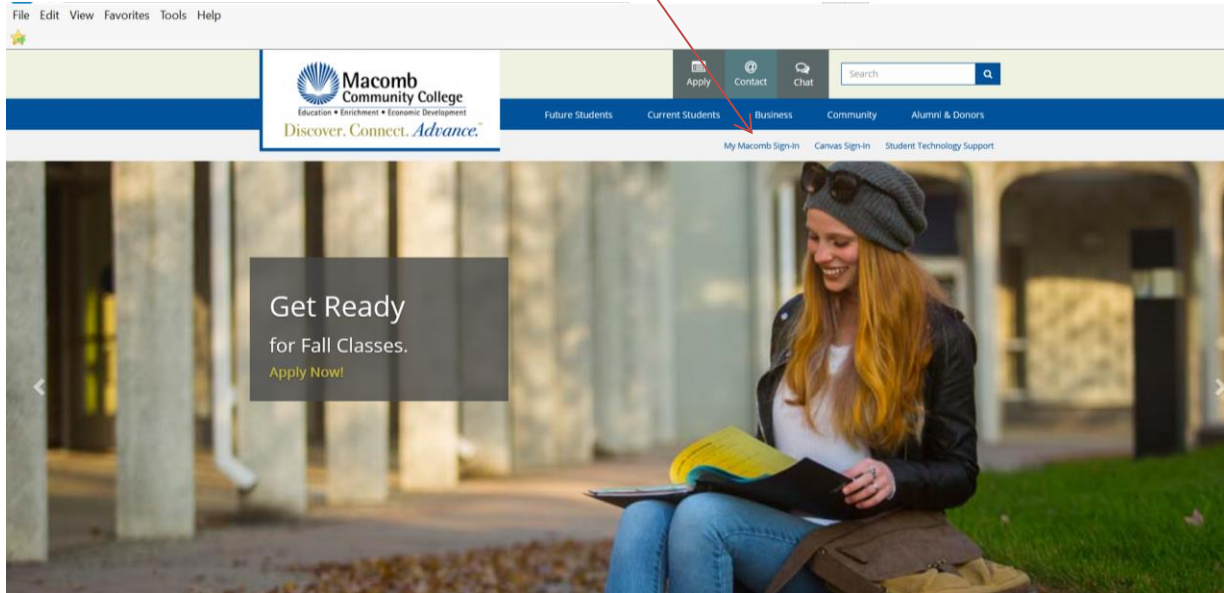


ACTIVATING MACOMB ACCOUNT

If the student is new to Macomb Community College, they must go to [Activate My Macomb Account](#) before trying to login. They must know their user id which they received in their Welcome letter or they can go to [Forgot My User ID](#).

Students can only activate their account once.

Student accesses www.macomb.edu and clicks on My Macomb.



The login screen appears.



**Macomb
Community College**
Education • Enrichment • Economic Development
*Discover. Connect. Advance.*SM

User ID/Staff Login:

Password:

[Forgot My Password](#) | [Forgot My User ID](#)

[Activate My Macomb Account](#) | [Student Update Form](#)

If you cannot access your My Macomb account, please contact Enrollment Services at 586.445.7225.

Student clicks on [Activate My Macomb Account](#)

Student enters User ID and Last Name and click on [Activate](#).

Activate Account	Password Self Service
<p>To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.</p>	
<p>Be sure to complete the process, or your account will not be activated properly.</p>	
<p>Activation can only be done once.</p>	
<p>User ID*</p>	
<input type="text"/>	
<p>Last Name*</p>	
<input type="text"/>	
<p><input type="button" value="Activate"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/></p>	

Student creates new password following the format requirements and clicks on [Change Password](#).

Your password has expired. You must set a new password now.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 7 characters long.
- Must not include any of the following values: test password
- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- Must have at least three types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)

» [Password Guide](#)

» [Auto-generate a new password](#)

Please type your new password

New Password

Confirm Password

Change Password

Clear

Student types in the answers to four security questions and clicks on [Save Responses](#).

Setup Password Responses **Password Self Service**

In the event that you forget your password, you can recover your password by answering questions known only to you.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security responses

---Please select an item from the list---

»

---Please select an item from the list---

»

---Please select an item from the list---

»

---Please select an item from the list---

»

[Save Responses](#) [Clear](#) [Cancel](#)

Student clicks on [Continue](#) and is taken back to the login screen.

Success **Password Self Service**

Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

[Continue](#)

At the Main Menu page, the student needs to click on the bottom link [My Macomb](#). This takes them back to the My Macomb login page.

Main Menu

My Macomb Password Self Service

Change Password	Change your current password.
Setup Password Responses	Setup your forgotten password responses. These secret questions will allow you to recover your password if you forget it.
Update Profile	Update your user profile data.
Account Information	Information about your password and password policies.
Logout	Logout of the password self service application.
My Macomb	Go to login to My Macomb.