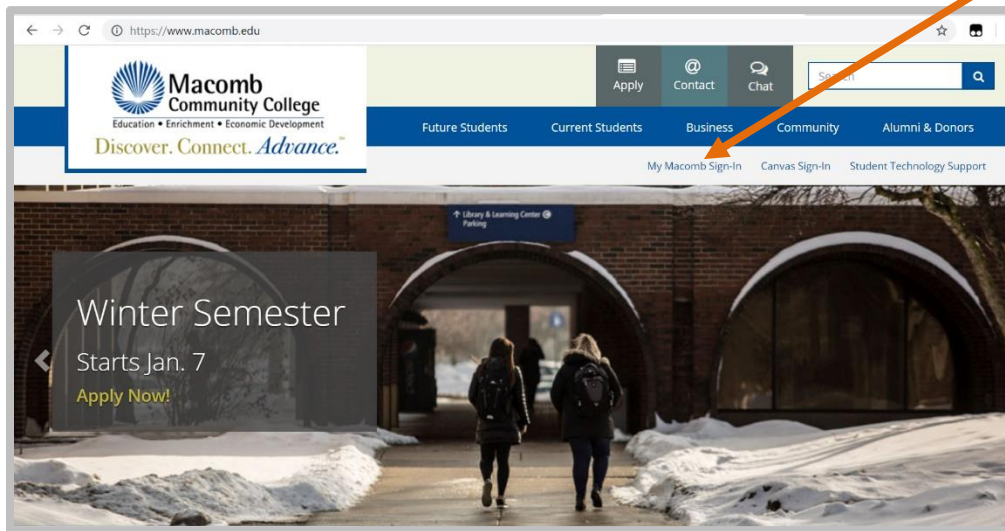


ACTIVATING MACOMB ACCOUNT

Discover. Connect. *Advance.*SM

- 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.
- If the student is a current student they can activate their account now or at a future date.
- Students can only activate their account once.

1. Student accesses www.macomb.edu and clicks on Current Students, then My Macomb Sign-In.



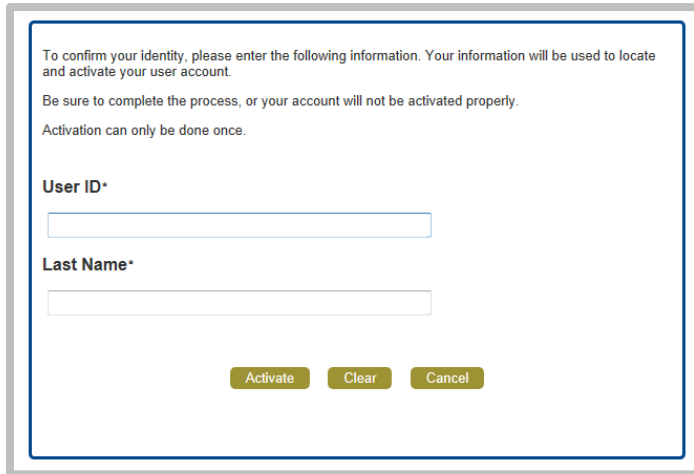
2. The login screen appears.

3. Student clicks on Activate My Macomb Account

ACTIVATING MACOMB ACCOUNT

Discover. Connect. *Advance.*SM

4. Student enters User ID and Last Name, then clicks on Activate.



To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.

Be sure to complete the process, or your account will not be activated properly.

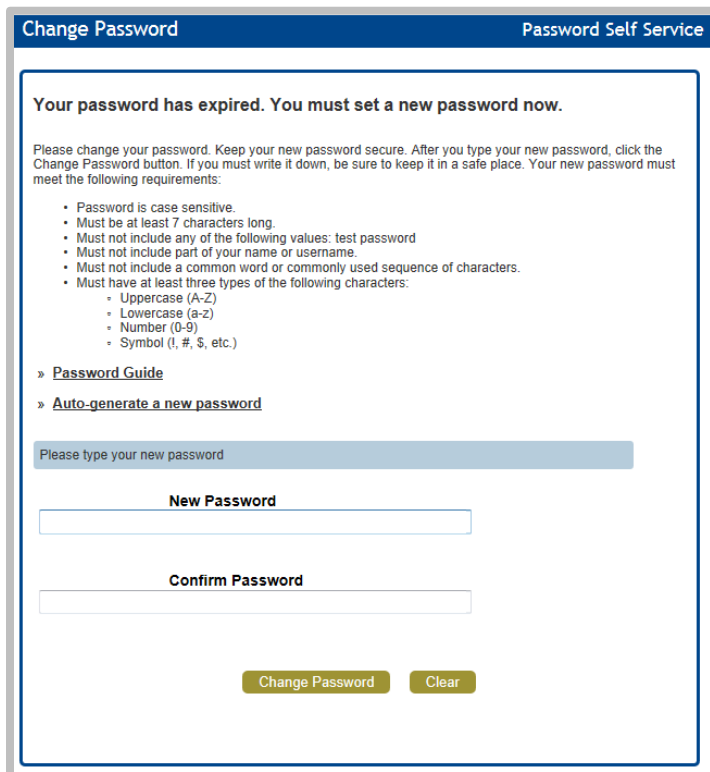
Activation can only be done once.

User ID*

Last Name*

[Activate](#) [Clear](#) [Cancel](#)

5. Student creates new password following the format requirements and clicks on Change Password.



Change Password Password Self Service

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

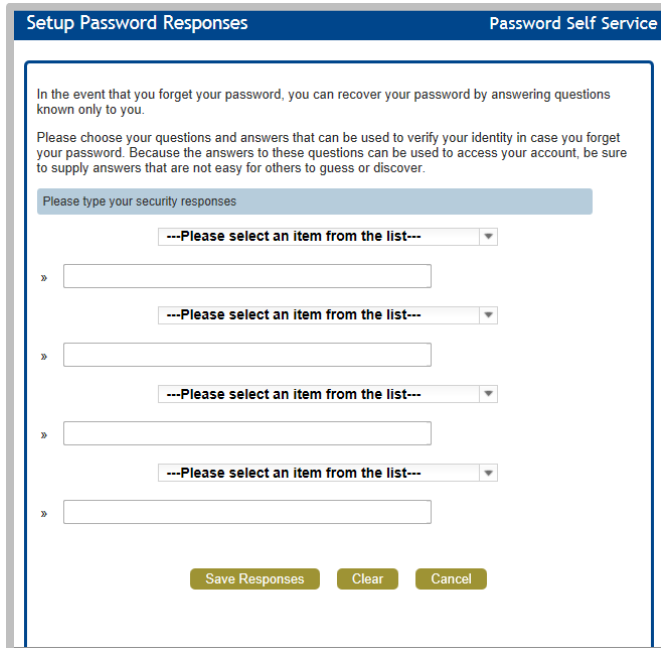
Confirm Password

[Change Password](#) [Clear](#)

6. Student types in the answers to four security questions and clicks on Save Responses.

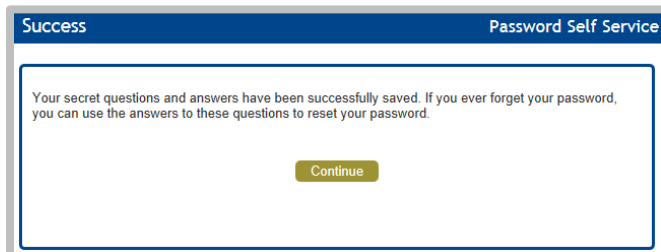
ACTIVATING MACOMB ACCOUNT

Discover. Connect. *Advance.*SM



The screenshot shows a web interface titled "Setup Password Responses" with a sub-header "Password Self Service". The main content area contains the following text: "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." Below this text is a section titled "Please type your security responses" which contains four rows. Each row consists of a dropdown menu with the text "--Please select an item from the list--", a right-pointing chevron, and a text input field. At the bottom of the form are three buttons: "Save Responses", "Clear", and "Cancel".

7. Student clicks on Continue and is taken back to the login screen where the User ID and newly created password can be used to log in.



The screenshot shows a web interface titled "Success" with a sub-header "Password Self Service". The main content area contains the following text: "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." Below this text is a single button labeled "Continue".