

# Setting Up My CC

## A guide to How to set up your My CC (portal account)

By now you have probably heard about a new application called “My CC” that is currently being used at Cambridge College. You may have even used this application as a way to communicate with members of one of your classes. This purpose of this document is to help you setup your account, including your account password and your contact information, so that in the event you need to update this information, you will be able to do so quickly and easily.

In order to better follow the steps outlined in this guide, please take a moment and log into your My CC account by visiting the following web address:

- <http://campusweb.cambridgecollege.edu>

All current students and college faculty members have My CC accounts already created, and if this is your first time using My CC, you will be able to login using the same ID number and PIN number that you use to access the Student Information System for course registration and course management.

### Section 1 – Setting Up a Personalized Hint Question

Once you have logged into My CC, and have been taken to your personal homepage, click on the link in the upper left-hand corner of the screen labeled “My Info”. By clicking this link you will be taken to a page containing some information about you, including your name and email address (If this information is not up-to-date, you will be able to change it using the ‘Edit’ buttons to the right).

**All users must enter a hint question and answer as a part of the account set up procedure. Please be aware that if you have not defined a hint question and answer for yourself, you will not be able to retrieve your password by using the “forgot password function”, and will instead need to contact Cambridge College and ask to have your password reset.**

On the left side of this page you should see a link labeled “Change your password.” If you click on this link, you will be taken to a new page called “Password Manager”, where aside from changing your password (which will be covered in the next section) you will be able to change your personalized hint question.

From within Password Manager, click the link labeled “Change Hint.” This will bring up two new text boxes, labeled ‘Hint Question’ and ‘Hint Answer’ respectively. If you have not done so already, please take a moment and enter a question and answer. Cambridge College recommends that the question/answer combination you assign yourself is something that is unique to you, that only you would remember. This will help insure that your password information is kept secure.

Once you have entered a hint question and answer, click the button marked “Save Settings.” If the question was save successfully, a message should appear in red near the top of the screen stating **“Your new hint text has been saved.”**

*Do not close your browser or navigate away from this page, as we will be using it in the next section as well.*

## Section 2 – Email and My CC

MY CC allows users to send email messages to each other and to receive email alerts from the system. For example, students in a course can elect to share their email address with their classmates: the portal can send users their password if they have forgotten it. In order for the email function of MY CC to work for you, you must enter your Cambridge College email address, often referred to as your FirstClass email address. Should you enter an email address that does not end in “[@cambridgecollege.edu](mailto:@cambridgecollege.edu)” individuals who attempt to email you from within MYCC will receive an error message indicating that their message could not be delivered to you nor will the system be able to mail you your password should you forget it.

This can be done from your “My Info” page. For information on how to access your “My Info” page, please refer to Section 1.

If you do not have a First Class account, or if you have forgotten your First Class login information, please send an email to [fhhelp@cambridgecollege.edu](mailto:fhhelp@cambridgecollege.edu) explaining the problem, and someone will get back to you as soon as possible with the information you need.

## Section 3 – Changing Your Password

Now that you have configured your personalized hint question, you may want to take a moment and change your My CC password to something that you will better remember. Additionally, the Cambridge College IT Department recommends you change your password periodically (once every 30-45 days) to help keep it secure.

To change your password, you will need to enter your current password in the text box labeled “Old Password.” Once you have entered your current password, My CC will ask you to enter your new password in the first of two other text boxes, and then to confirm your new password by entering it a second time. Confirming your password in this way helps to insure that you don’t accidentally change your password to something that may have been keyed incorrectly.

Once you have entered your old password, and confirmed your new password, click the button marked “Save Settings.” If your new password was saved successfully, a message should appear in red near the top of the screen stating “**SUCCESS.**”

Please be aware that once you log out, you will have to use your new password starting with the next time you login to My CC.

## Section 4 – What To Do if You Forget Your Password

If you forget your password, you will be able to retrieve it by visiting the My CC website at the following address:

- <http://campusweb.cambridgecollege.edu>

Retrieving a forgotten password is a two-step process. First, you will need to enter your ID number in the box labeled “User ID”. Once you have done so, click the link labeled “Click here if you forgot your Password/PIN”. If you did not enter your ID before you clicked the link, My CC will prompt you to enter it before you can proceed.

If you’ve followed the steps to this point, you will be taken to a page where you will be asked to answer the hint question that you assigned yourself in Section 1.

Students and Alumni can get their login credentials by calling the Cambridge College Registrar's Office at (800) 877-4723, ext. 1101. Faculty members can get their login information by calling the Faculty Data and Contracts Administrator at (800) 877-4723, ext. 1125.

Once you have typed the answer to your hint question, click the "Submit" button to continue. If the answer you typed matches the answer that is on file in the system, a new password will be sent to the email address associated with your account. After this email has been sent, you will be taken to the My CC login page, and a message should be displayed in red at the bottom of the page reading "**Your login and new password have been sent to your email address.**"

Please be aware that the next time you login, you will have to use the new password that My CC has assigned. Once you login with your ID and the new password, My CC will prompt you immediately after you login to change your password to something you will remember. **You will need to complete this step before proceeding.**

## **Section 5 – Wrapping Up**

If you experience any problems in using My CC, or have any questions regarding the features provided in My CC, please send an email to [mycc@cambridgecollege.edu](mailto:mycc@cambridgecollege.edu), and someone will respond to your question as soon as possible.