



Get Connected!

Most of **your business** transactions with Mt. SAC will be **conducted online**. From now on, the College will communicate with you almost exclusively via e-mail. So **you need to immediately activate your MtSAC account**, which includes your **MtSAC e-mail account**.

Here's how to activate your MtSAC account:

1. Go to: <https://my.mtsac.edu/claim.html>
2. Enter your Username and click the **New** or **Continuing** or **Returning Student** button.
 - Your Username was included in the welcome letter sent to you by the Admissions & Records Office. Typically, your Username is your first initial followed by your last name, and it may have additional digits at the end of your name (e.g., jsmith, jsmith1, jsmith12 or jsmith123).
3. Click on the **“Submit”** button.
4. Answer the seven **“Challenge Questions”** posed on the next screen.
 - These questions come directly from your application.
5. Click on the **“Submit”** button.
 - The screen should now display your **MtSAC Portal Account Claim Code**. **Write down this code before you advance to the next screen**. Note that this code *is* case sensitive, so make sure to **utilize capital letters** as indicated.
6. Click on button to **“Log in to the MtSAC Portal.”**
 - This takes you to <https://myportal.mtsac.edu>
7. Re-enter Your Username and the **Claim Code (Password)** you just received.
 - For future logins, you will use the Password you are about to create.
8. Click on the **“Log in”** button.
 - The screen should now say: “Password Is Expired.” This gives you the opportunity to create your own unique Password and prevent anyone else from accessing your account. You are required to change your Password.
9. Enter the **Password** you'd like to use.
 - Your password **MUST** be a minimum of 8 and a maximum of 20 characters. It must also contain at least 1 letter and 1 number (digit).
10. Click on the **“Save Changes”** button.
 - You should now be at the “Secret Question & Answer Setup” screen. These questions will be asked of you in the event you forget your newly created Password. You must be able to answer these questions correctly in order to reset your password.
11. Answer the questions and click on the **“Submit Setup”** button.

Congratulations, you've successfully completed the account activation process!
For technical assistance, please call: 909-594-5611, ext. 4415.

Remember to write down and secure your USERNAME and your newly created PASSWORD!
You will be required to use both of these to register for classes, check your grades, check your e-mail, etc.

Get Online, Not In Line!

