



HUSKY PORTAL

Login Instructions

Easy one click access to email, Brightspace, and self-service, along with other helpful links can be found in the Husky Portal.

These instructions include setting up the authenticator method for the first time, and downloading Microsoft Office 365 for enrolled students.

PLEASE be aware Microsoft changes how to access and install the authenticator without warning at various times. This is the most up to date instruction as of 8.28.2026

Before you get started make sure you have access **to the internet**, a **cell phone** and **personal computer used together** are recommended.

Open a **browser** on your **personal computer**, put in, www.monroeccc.edu, college webpage opens.

In the **upper right corner**, you will **click** on the **Husky Portal** link.

If there are three stacked lines in the upper right corner, make your screen bigger or click on those lines and scroll down to the **Husky Portal** link.

Microsoft Sign in page opens

Type in your whole college email, **all lower-case**, including, @my.monroeccc.edu

Enter your Password:

Your password is: lower-case first initial of your first name, lower-case first initial of your last name, your 4-digit YEAR of birth, and your 7-digit student ID number include leading zeros.

E.g.: **Name:** Student Person **DOB:** Jan. 1, 1999, **ID #:** 0123456

Will be: sp19990123456 as your initial PW.

You may be prompted to change your password; if so, it must be at least 12-characters in length.

If you changed your password and don't remember, or need other assistance, call 734-384-4234.

Let's keep your account secure screen appears on your personal computer, click next.

The Install Microsoft Authenticator screen opens.

This is where you will need a cell phone or mobile device in conjunction with your personal computer.

Install Microsoft authenticator instructions

Follow the prompts and download the app on your mobile device: Set up your account in app. If prompted, **allow notifications**. Then **add an account**, select **Work or School**. (Type in or select your college email.)

Use your **mobile device to scan a QR code** on your personal computer screen, this connects the app to your account, then go back to your personal computer screen and **select next**.

Let's try it out, shows up on your personal computer screen, Enter the 2-digit number on your mobile device, approve the sign in request. Your personal computer screen will show, **Set up complete**, then **select Done**.

Go slow and read the directions, use the back arrow and re-read the prompt carefully if needed.

You will need to go back and forth from personal computer screen to the mobile device several times while following the prompts, until it states the setup is complete.

NOTE: You must have a **lock screen enabled** on your mobile device/cell phone- a password, biometric fingerprint, or face recognition, for the authenticator to work.

When done, you may be taken to the Welcome to your Dashboard page.

IF you don't see Welcome to your Dashboard screen, close out the page and log back in to your Husky Portal.

Once in the Husky Portal--Standard Web Applications is the main card on the left and has links to:

Brightspace (student)-which becomes available after you register for classes. Your class content becomes available on the FIRST DAY of class.

MCCC Email (Student)- your Microsoft outlook email access.

Self Service- is where you register for classes. Start by clicking on Student Planning, then click on Plan and Schedule, then the HELP link on the upper right, then How do I register for classes.

Self service is also where you see your Financial information, Academic course schedule, unofficial transcripts, and other important information.

Hover over the icons in the left column, to find, Financial information, Academic information and user options.

There are many other helpful links in the Husky Portal, look around and explore your portal!

How to Download Microsoft Office while logged into your college email account.

A personal computer is required for these directions to work.

Only **enrolled students, during session** have access to the Microsoft Office download.

In the Husky Portal click on MCCC Email (Student).

Click on the 9-dots in the upper left corner, then click on Microsoft 365 copilot, then click on Apps.

The apps window opens, on the upper right side click on Install Apps Link, then click on Microsoft 365 apps, Install Word, Excel, PowerPoint, and more.

My account screen opens, click on Install Office and follow the prompts.

To return to your Outlook email, click on the 9-dots in the upper left, then click on Outlook.

Things to do if you have tried and can't log in to your college email.

- Restart your PC and check for updates.
- Check your internet connection is up and running.
- Check that you are NOT using capitals when typing in your email address or password.

Everything must be lower-case, writing down your password, then type it in.

- Use a different web browser, and open a private session:

Chrome, click on the upper right 3-dots, then click on Incognito Window.

Then go to the college webpage: www.monroeccc.edu, Husky Portal.

Firefox, click on the upper right 3-lines, then click on New Private Window.

Then go to the college webpage: www.monroeccc.edu, Husky Portal.

If you are prompted to change your password, the new password must be at least 12 characters.

If you need assistance with your log in, please contact the IT help desk at 734-384-4234.