

Accessing MCCC E-mail, Brightspace and Self Service via the



HUSKY PORTAL

Your **MCCC** email address is:

_____@my.monroeccc.edu

E-mail, Brightspace and Self Service have single sign-on enabled, which means one password for all three services.

1. Open a browser and type www.monroeccc.edu and click on HUSKY PORTAL at the top of the page.
2. Microsoft Outlook will open. Type in your whole college email, all lowercase.
3. Enter your password: Your initial password is: Lowercase first initial of your first name, lowercase first initial of your last name, your full year of birth, and your 7-digit student ID number (including leading zeros).

E.g.: Name (Student Person), DOB (Jan. 1, 1999), ID# (0123456) will be **sp19990123456** as your initial password.

If you need assistance with your password, please call the IT
Help Desk at
734-384-4234

4. Microsoft Authenticator will open. If you have already set this up, it will open the Husky Portal. If not, click on "I want to set up a different method" at the very bottom.
5. Click on the drop down arrow and choose "Phone."
6. In the "Keep your account secure" window, enter your cell phone number and select "Text me a code."
7. Enter the code. Once you are verified, click "Next" and you will enter the Husky Portal and be able to access your **email, Brightspace and Self-Service.**



Outlook

For assistance with **logging into**
your **Student Email Account:**

Information Systems Help Desk

Phone: 734-384-4234 or 734-384-4328



brightspace

by D2L

Brightspace related questions:

Brightspace Help Desk

Phone: 734-384-4328

Email: elearning@monroeccc.edu



SELFService

For assistance with **Self Service:**

Self Service Help Desk

Phone: 734-384-4333