

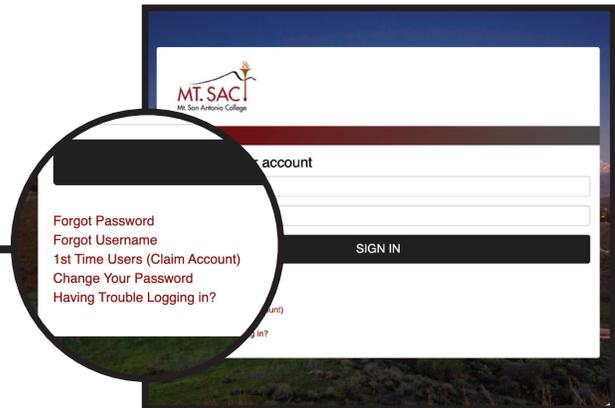
CONNECT 4

HOW TO CLAIM YOUR ACCOUNT: 1st TIME USERS



> Getting started: Go to **inside.mtsac.edu**

1 Click on "1st Time Users (Claim Account)" before you enter a username and password.



2 Enter your Mt. SAC username, emailed from Admissions & Records Office. Then click, "Submit."

Student Account Claim
Step 1 of 3 - Provide Account Information

Answer the following questions based on the information provided on the letter sent to you by Mt. SAC's Admissions Office

I am a* Continuing Student Returning Student New Student

User Name*
(Examples: jsmith1, jsmith12, jsmith123, etc.)

Please enter a User Name.

[Click here to download the Student Account Activation Instructions](#)

* Denotes Required Fields

3 Answer these Challenge Questions exactly as you answered them on your Mt. SAC application. If you didn't provide a Social Security Number (SSN) on your application, then enter zeroes (e.g. 0000) as your SSN. Click "submit" once you have answered all questions.

Student Account Claim
Step 2 of 3 - Answer Challenge Questions

What is your first name?*	<input type="text"/> (Example: John)
What is your last name?*	<input type="text"/> (Example: Smith)
What is your current Student ID?*	<input type="text"/> (Example: A9999999)
What is your date of birth?*	<input type="text"/> (mm/dd/yyyy)
What are the last 4 digits of your Social Security Number?*	<input type="text"/> (Example: 9999. If you provided a SSN to the campus, you need to complete this field)

* Denotes Required Fields

4 This code will be your temporary password. Write it down and then click "login."

Account Claim
Step 3 of 3 - Claim Account

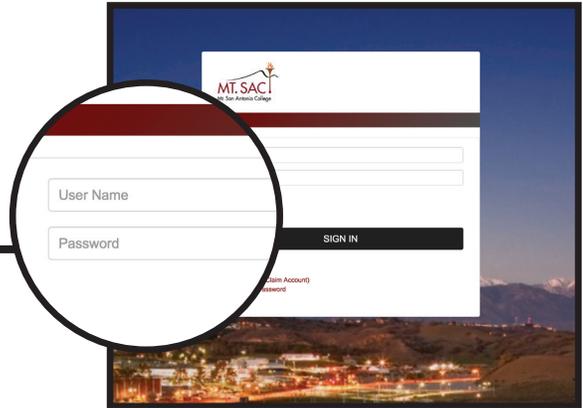
Your Mt. SAC Portal Account's Claim Code is:

8BVA59

This is your password to log-in to the Mt. SAC portal where you can access a multitude of campus services and announcements. After pressing the button below you will be forwarded to the Mt. SAC portal where you will use the log-in name provided in your letter along with this password. When you sign-in you will immediately be asked to change your password. Your new password must be at least 8 characters in length and must contain both alpha and numeric characters.



- 5** Enter your username and use the Mt. SAC Account Claim Code as your password. Then click "login."



- 6** CHANGE YOUR PASSWORD
You will automatically be redirected to change your password. Please follow the instructions on the next screen and create a new password.

**HAVING PROBLEMS CLAIMING YOUR ACCOUNT?
Call the Mt. SAC Help Desk (909) 274-4357
and have your Mt. SAC Student ID number available.**

NOTE: You must login at least once every 30 days or else your account will be deactivated. If it becomes deactivated, call the Mt. SAC Help Desk.

