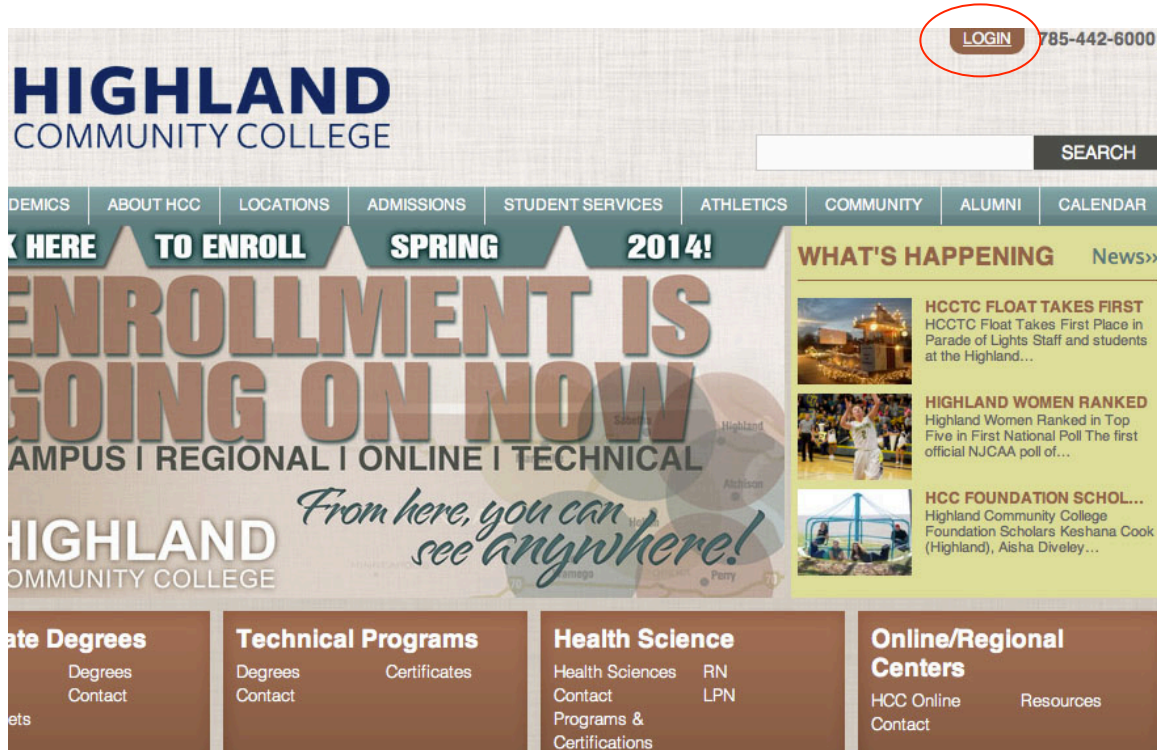
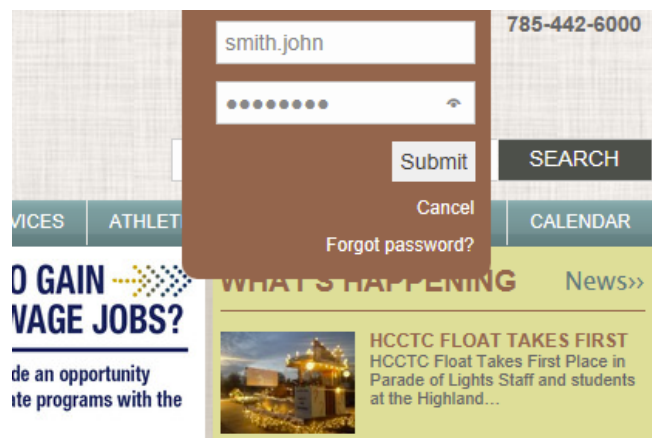


Logging into your MyHCC

- 1) Go to the Highland Community College website (highlandcc.edu).
- 2) Click the **Login** button in the top right-hand corner.



- 3) Enter your username and your password.
*** The username format is **lastname.firstname** (example: smith.john)



IF YOU DO NOT KNOW YOUR PASSWORD, follow the steps below:

- a. Click the “Forgot password?” link shown in the login box above
- b. Enter the information required.
 - a. **NOTE: This function will only work if you enter the personal email we have on file in your user record.**
- c. Click Submit, and a temporary password will be sent to your personal email within 10 minutes.



Forgot Password

Username


Personal Email

Confirm Email

Date of Birth

A mascot character, a black wolf-like creature with white eyes and a blue and yellow jersey, stands to the right of the form.

- 4) Once you login, you will see the screen shown below. To access your email, click the Email button. To access your account information, search for classes, pay your bill or enroll in classes, click the MyHCC button.



HIGHLAND COMMUNITY COLLEGE

LOGIN

ACADEMICS ABOUT HCC LOCATIONS ADMISSIONS STUDENT SERVICES ATHLETICS COMMUNITY ALUMNI

MyHCC/Email Login

Contact Us

Employee Directory

Support

Employment

Login below

You are logged in as TheStudent Test (Logout)

A mascot character, a black wolf-like creature with white eyes and a blue and yellow jersey, stands to the right of the dashboard.

- 5) This will bring up a new window showing your MyHCC account. If it is your first time logging in, you may need to verify your account. You will need your Student ID number, which is located on your Student ID card if you have one. (If you do not know your student ID number, please call the IT Help Desk at (785) 442-6060).

HIGHLAND COMMUNITY COLLEGE MyHCC

Verify an Account

To continue, you must first verify your account. Please enter your legal name and the rest of the information, and then select Verify Account.

Highland ID: (Help?)
Nine digit number (No Dashes).
00000000

First Name
Test

Last Name
Test

Date of Birth: MM/DD/YYYY
05/05/1995

Verify Account

- 6) If you need to change your password, click the “Change Your Password” link at the bottom of this page.

HIGHLAND COMMUNITY COLLEGE MyHCC

Home Register Classes Finances Grades Search My Profile

Degree Requirements Checklist

From here, you can see anywhere!

Students

- Find Courses
- Register
- View Schedule
- Make a Payment
- [Change Your Password](#)

- 7) Enter your Current Password and then your new password twice. You must follow each guideline listed.

Password

Change your password to one that is easy for you to remember, but difficult for others to guess.

To be accepted, your new password must meet **all** of the following requirements:

- 1) Must be at least 7 characters long or more
- 2) Must include 1 or more numbers
- 3) Must include both upper-case and lower-case letters
- 4) And it must include at least one special character (like !, @, #, %, \$, &, or _).

* = Required

Current Password	*	<input type="text"/>
New Password	*	<input type="text"/>
Confirm New Password	*	<input type="text"/>

Save

If you receive any error messages throughout this process, or have any additional questions, please feel free to contact our Highland IT Help Desk at (785) 442-6060 or by emailing us at helpdesk@highlandcc.edu.