Accessing your MLC email for the first time

Your MLC Google Workspace Account password for your MLC email is different than your MLC Account (Moodle & Portal) password. To retrieve your initial password, follow these steps:

1. Log in to the MLC Portal at http://portal.mlc-wels.edu
2. Navigate to **Directory > By Person** using the top navigation bar
3. Click on the `Me` tab to view your directory entry
4. Take note of your Campus E-mail address (that will be the username for your MLC G Suite Account)
5. Click on the key to display your initial password, and write it down

---

Revision #1
Created 11 May 2022 20:27:18 by Rachel Feld
Updated 18 July 2024 13:43:53 by Rachel Feld