

# Portal

The MLC Portal acts as the Student Information System for Martin Luther College. Network Services develops and maintains Portal to serve the needs of many different constituencies on campus. If you have any questions or feature requests, please [contact Network Services](#) so that they can start that process.

Below you will find many help articles about using Portal.

- [Logging Into Portal](#)
- [Finding Your Initial Google Apps Password](#)

# Logging Into Portal

To log into the MLC Portal, go to <http://portal.mlc-wels.edu> and input your login credentials in the upper left area of the page. Your initial login credentials are as follows:

- **Username:** First 6 letters of your last name followed by your first initial and then middle initial (all lowercase). For example, John H. Johnson's username would be johnsojh.
- **Password:** First 4 letters of your last name with the first letter capitalized followed by the last 4 digits of your Social Security Number. For example, if John H. Johnson's SSN was 111-111-1111, his initial password would be John1111.

Remember, these login credentials are only for your initial login the first time you use your MLC Account. After that, you will be required to change your password periodically. You can always [view our current password policy](#) to see what the password requirements are on campus.

You will also be required to read and agree to the [MLC Acceptable Use Policy](#) on at least the first occasion you login.

## Still Having Trouble?

If you are still having issues, you can always [contact Network Services](#) for help.

# Finding Your Initial Google Apps Password

Here are the steps to find your initial Google Apps password:

1. login at <http://portal.mlc-wels.edu>
2. navigate to `Directory > By Person` in the left sidebar or top dropdown menus
3. select the `Me` tab on the resulting screen (the `Me` tab will only show up if you are logged in)
4. click Retrieve Password next to your campus email address and your initial password will be displayed

You will need to change your password the first time you log into your MLC Google Apps account. This initial password is only useful the first time you log into your MLC Google Apps account.