

# 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.

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