

MLC Accounts

Find help on how to get started with your online accounts here at MLC including which accounts you have access to, how to manage your passwords, and a getting started guide.

- [Accounts Overview](#)
- [Getting Started](#)
- [Password Help](#)

Accounts Overview

As a faculty, staff, or student at Martin Luther College you are given, have access to, and are responsible for a number of different online accounts. If this is your first time logging into your accounts, please [consult the Getting Started Guide](#).

MLC Account

Your MLC Account is also sometimes referred to as one of the following:

- Portal Account
- Moodle Account
- Novell Account
- eDirectory Account

This is all the same account. Your MLC Account is the main account that protects much of your data and information. This password will change periodically and you will be prompted to do so when logging into Portal, Moodle, or the Novell network on campus.

What You Can Access

- [Portal](#)
- [Moodle](#)
- [Library Databases](#)
- [Filr](#)
- [Vibe](#)

And many many more. Your MLC Account is the main account that protects much of your data and information. This password will change periodically and you will be prompted to do so when logging into Portal, Moodle, or the Novell network on campus.

Frequently Asked Questions

I have changed my name but my MLC Account username matches my former name. What can I do?

At this time our policy is not to change usernames. If you feel you have a unique situation, please [contact MLC IT Services by submitting a support request](#).

Does my password change for my MLC Account?

Yes, the password used to access your MLC Account changes after about 180 days.

MLC G Suite Account

Your MLC G Suite Account gives you access to all of the services offered from our G Suite for Education subscription. This includes, but is not limited to:

- Gmail
- Google Calendar
- Google Site
- YouTube
- Google Plus
- Google Classroom
- Google Groups

Your MLC G Suite Account will always end with `@mlc-wels.edu` and should not be confused with any other personal or professional Google accounts you might have access to. :)

Password Help

Please visit the [Password Help](#) page for information on how to change or recover your MLC Account and/or MLC G Suite Account passwords.

Getting Started

As a student, you will have access to private web pages on the [MLC Portal](#) through your personal MLC Account login. Throughout your enrollment as a student at MLC you will use the Portal to view grades and transcripts, as well as many other functions that will be necessary for you as a student.

Please treat your Portal password as a valuable resource. Do not share it with anyone, as it gives access to your private records. No one at MLC will ever ask for your password, so if you get email requests or requests by any other means for your password, do not supply it. This is a phishing attempt by someone to gain access to your account. You should NEVER supply your password to ANYONE, EVER! Legitimate entities do not request passwords.

Your MLC Account

Your MLC Account is used for many web properties at Martin Luther College including [Portal](#) and [Moodle](#). Follow the instructions below to get logged in and setup.

Initial MLC Account Credentials

You should have received an email upon creation of your MLC Account. Follow the instructions in that email to retrieve your MLC Account username and set your password. If you run into issues or did not receive the setup email, please [contact IT Services](#).

I Have Forgotten My Username and/or Password

If you have a current MLC Account but do not know your username and password, you will need to have access to the personal email address you supplied when you applied to Martin Luther College. With that account, you can visit <https://sspr.mlc-wels.edu> and use that email to retrieve your username and reset your password.

You can attempt the retrieval/reset multiple times using different email addresses.

If you continue to have issues, please [contact IT Services](#).

Logging into your MLC Account

You will need to visit the MLC Portal at <http://portal.mlc-wels.edu> to login. You will need to click the *Login* link/button found near the upper-right portion of the page under the main navigation area. You can input your credentials on the resulting login page.

Once you have successfully logged in, you may be required to change your password. Your new password will need to have as a minimum 8 characters. You should get in the habit of creating strong passwords that include a combination of upper case, lower case, numbers, and symbols.

You will also be required to read and agree to the MLC Acceptable Use Policy the first time you log in.

If you are having troubles logging in the first time, please [contact IT Services](#) to receive help.

Your MLC Google Workspace

Account

Initial MLC Google Workspace Account Credentials

Your MLC Google Workspace Account password is different than your MLC Account password. To retrieve your initial credentials, follow these steps:

1. Log in on 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, write it down

You should now have your MLC Google Workspace Account username and password.

Logging into your MLC Google Workspace Account

MLC has created **Google Workspace** accounts for all students, which included Gmail accounts. Your MLC Google Workspace Account username is formed with your MLC Account username followed by @mlc-wels.edu, (i.e. smithjr@mlc-wels.edu). This MLC Google Workspace Account username will also serve as your MLC campus email address.

Note: Before you begin, it is recommended to log out of any other Gmail accounts on your computer.

To access your MLC Google Workspace Account (specifically Gmail), follow these instructions:

1. Navigate to <http://mail.mlc-wels.edu> or <http://gmail.com> either directly or by using one of the many **Webmail** links found on various MLC web properties.
2. A screen requesting your MLC Google Workspace Account username should appear. Provide the MLC email address you wrote and then click . Next enter the password you recorded from above and click again.
3. Follow the instructions provided by Google for setting up your account (changing the password, accepting the terms, etc.).
4. You should be good to go! Please note your new MLC Google Workspace Account password that you just set for future use.

While it is possible to use a different email account for your online course work than your MLC Gmail account, **it is strongly recommended that you use your MLC Google Workspace Account** since it is a “G Suite for Education” account which allows you to make use of Google Drive (including Google Docs, Sheets, Slides, Forms, etc.) which might be needed for work in some courses. Also, some MLC instructors and administrative personnel will only contact you via your MLC email address and the default email address in your Moodle profile is automatically set to your MLC email address.

If you are insistent on using your traditional email address for your online coursework, instead of your new MLC Gmail address, then please setup your MLC Gmail account so it will automatically forward any messages sent to it on to your traditional email address. [Please follow these instructions from Google to setup your forward address.](#)

If you are having issues logging into your MLC Google Workspace Account, please [contact IT Services](#) for assistance.

Password Help

At MLC you have two primary accounts to keep track of your MLC Account and your MLC Google Workspace (formerly G Suite) Account. This page will outline some information on passwords for those two accounts.

MLC Account

We have recently rolled out the ability for students, faculty, and staff to request a password reset without the need to contact IT Services directly. Here is how you can do it:

Change Your Password

1. visit the [MLC Self Service Password Reset](#) site
2. enter your current MLC Account username and password
3. click
4. on the next page, click on
5. follow the instructions to create your new password and then click near the bottom of the page
6. wait for the system to complete the password change and then you are ready to go

Reset Forgotten Password

1. visit the [MLC Self Service Password Reset](#) site
2. click on

3. enter your personal email address and click
4. an email will be sent to your personal email address (usually the email address you supplied to us when you applied)
5. check your personal email address and either click on the link in the email or copy-and-paste the resulting code into the text field on the forgotten password site and click
6. follow the instructions to create your new password and then click near the bottom of the page
7. wait for the system to complete the password change and then you are ready to go

Find My Username

Because you need your MLC Username in order to reset a forgotten password, we have also supplied the ability to find out your MLC username as well.

1. visit the [MLC Self Service Password Reset](#) site
2. click on
3. enter your personal email address and click
4. the resulting page will give you your MLC username and an email will also be sent to your personal email address

As a tip, if it is not finding your username, attempt to enter your maiden name if you have married since you last attended Martin Luther College.

Frequently Asked Questions

How can I check or update my recovery email?

If you need to update information about yourself including your personal email address and/or your name, please submit an update to your personal by the [Information Verification](#) page on Portal. Once your request has been approved, your changes will make their way to the appropriate system.

Your personal email address is used for account information retrieval, so supplying us with an email address you will maintain access to regardless of where you are currently living or serving. Also, if

possible, avoid using Yahoo or AOL accounts as they seem to have the most trouble consistently receiving emails from third-party systems like our own.

Does my password periodically change?

Every 6 months you will be prompted to change your password. Please do so or you could be locked out of your account and need to request a password reset (following the instructions above) in order to gain access to your account again.

MLC Google Workspace (G Suite) Account

MLC offers each member of the campus family a [Google Workspace \(formerly G Suite for Education\)](#) account to have and use. These accounts are provided by Google and currently have their own password functionality attached to them separate from your MLC Account.

If you have issues accessing your account, please use [Google's own recovery site](#) to attempt to recover your username and/or password. You can also find more documentation on Google's support site under the article titled [*Change or reset your Google Account password*](#).

You will not be prompted to change your password unless we have reason to believe that your account has been compromised.

If you are still having issues, please [file a support request with IT Services](#).