# 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 retrieved 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 may 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

Your 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`. Next enter the password you recorded from above and click `Next` 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.**

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