The MLC Portal

The following pages contain information on how to use the MLC Portal for various tasks. **To access the MLC Portal, please visit https://portal.mlc-wels.edu from your web browser of choice** (i.e. Chrome, Safari, Edge, Firefox, etc.).

- Portal Overview
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Portal Overview

The MLC Portal will open automatically when opening some browsers (IE, Chrome, Firefox) on MLC campus computers. It can also be accessed directly at https://portal.mlc-wels.edu.

The Portal contains daily updates and notices to MLC faculty and students, as well as directory type information for the general public.

Once students log into the Portal, (an Acceptable Use Policy may appear the first time), they can access additional personalized information such as their class schedule, email password, mailbox and dorm code, transcripts, recorded absences, surveys, etc.

Accessing Information from Portal

1. Access Portal by visiting portal.mlc-wels.edu.
2. Log into Portal by clicking the login button in the upper right corner.
3. Use your regular MLC Network username and password.
4. Many features of Portal are only available if you have logged in.

Accessing your G Suite (Email) Password

1. Log in to Portal.
2. Click **Directory** and choose **By Person**.
3. Search for your name or click **Me** and your directory information should appear.
4. Next to your **Campus Email** address, click on the blue key. Note that if you have already retrieved your initial password, the blue key will not be there.
5. After you click the blue key, a small window will appear with your initial password. Record that password.
6. Select **Mail** at the top of the Portal screen or visit Gmail and log into your G Suite account.
7. Your email address is your username followed by @mlc-wels.edu.
8. Enter the password you recorded in step 4.
9. Follow the prompts to update your password.
10. Note that this password is different than your MLC Network password to access Portal and Moodle.

Accessing your Mailbox Combination

1. Log in to Portal.
2. Click **Directory** and choose **By Person**.
3. Search for your name or click **Me** and your directory information should appear.
4. Next to **Mailbox**, click on the blue key. Note that if you have already retrieved your combination, the blue key will not be there.
5. Make note of both your **Mailbox number** and your **Combination.** (Perhaps take a picture with your phone)
6. Student mailboxes are located in the LSC above the cafeteria.

Using the MLC Calendars

1. Access the MLC Portal and log in.
2. Click **Information** and choose **Calendar**.
3. Numerous MLC Calendars will be shown, including Athletics, Student Activities, Academics, and Education.
4. Click the **Blue plus sign** in the bottom right corner to add these calendars to your own Google Calendar. It is strongly suggested to add at least the **Academic** and **Education** calendars to your account.

Portal Notifications

Periodically, notifications will appear on the top of the Portal page requiring your attention. Follow the prompts to provide the needed information.

Class Schedule

- Log in to Portal.
- Click **Scheduling** and choose **Schedule Browser**.
- Click the tab with your name.
- Your current semester schedule should appear. To change semesters, click on the blue current semester link at the top right of the schedule and select a different semester.
- To **print** your schedule:
  - Click on the **Print** button in the upper right corner of the screen.
    - If you are on an MLC computer, the computer will default to the printer that is closest to you.
    - On a personal computer, printing will depend on your settings and devices.

Information Verification

It is important that MLC has correct contact information for you. Please follow the instructions below to verify your information on the MLC Portal.

- Go to portal.mlc-wels.edu.
- If you're not already logged in, enter your MLC username and password.
- Click **Directory** from the top blue menu and choose **Information Verification**.
- Read through the information to ensure it is correct.
- If any changes are needed, make note of them in the provided text box and click **Submit**.
  - *Note that changes will not appear automatically. Your information page will be updated after the change has been processed.*
- If no changes are needed, scroll to the bottom and click **No changes to report at this time**.

Information Release

You have control over what information you authorize MLC to share. Please follow the directions below to review and/or update your information release options. You can return to this page on Portal at any time to make changes to your authorizations.

- Go to portal.mlc-wels.edu.
- If you're not already logged in, enter your MLC username and password.
- Click on **Information** in the top blue menu and choose **Information Release**.
- Make any needed changes to your authorizations.
- If you see a blue **Confirm** button, please click it after you've confirmed that your authorizations are correct.

Scheduling Tools

The Schedule Planner tool allows you to select courses and organize them into a daily and weekly schedule. The tool has features that will show scheduling conflicts and help resolve those conflicts. You can add or drop courses, switch courses between semesters and immediately see how your selections affect your schedule.

Note: The use of the Schedule Planner does not automatically register you for your selected courses. Your academic advisor will give you more detailed instructions on registering when the time is appropriate.