

Midland College Continuing Education Login Instructions

Step 1: Once you click the Registration button for your profession, click the Login button in the top right corner.

Step 2: For students who have previously taken courses through MC Continuing Education:

- A. Click the **Reset Your password** link under Reset or Forgotten Password
- B. Enter your Login Name
Login Name = LastnameFirstnameYYYY (Ex: SmithJohn2000)
YYYY = Birth Year
- C. Enter the answer to the secret question
The secret question is: What is your last name?
The secret question answer is: Lastname (Ex: Smith)
- D. An email will be sent to your email address with a link that redirects you back to the MC Continuing Education website to create your password. The email used the first time you registered for a CE course is the one associated with your account.
- E. Once you create your new password, you should be routed back to the registration page to sign-up and pay for your course/seminar.

Step 2: New MC Continuing Education students:

- A. Click the "Create a new account" link under Create a new Customer Account.
- B. Follow the steps to create your account.
- C. Once your accounts is created, you should be routed back to the registration page to sign-up and pay for your course/seminar.

Password Requirements

- Your password must include at least 2 alphabetic characters, at least 2 non alphabetical characters
- Minimum password length is 9 and maximum 30
- Your password cannot include any character repeated 2 consecutive times
- Your password cannot contain your username or your username reversed
- Your password cannot contain whitespace characters such as spaces, tabs, line feeds and carriage returns
- You cannot re-use your previously used passwords