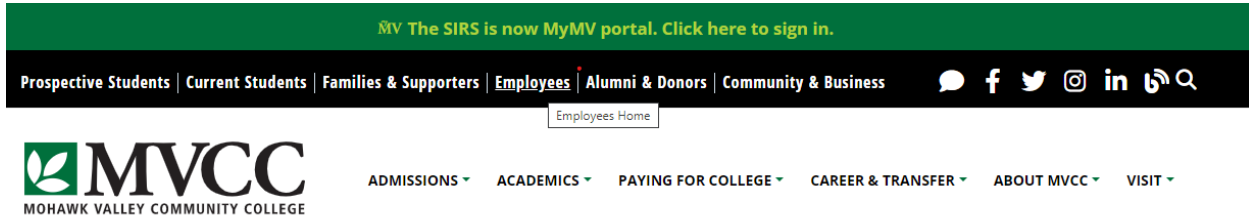
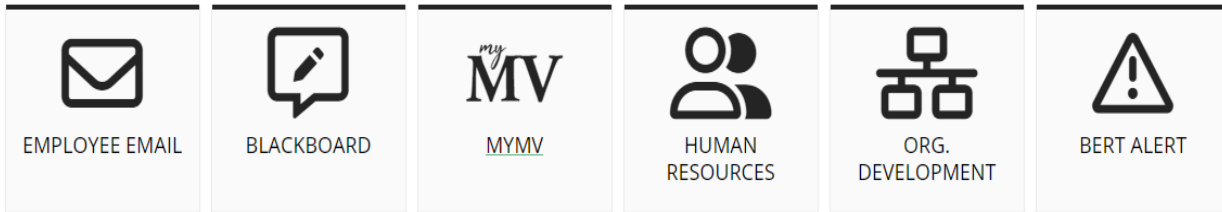


Setting up MyMV

1. Go to www.mvcc.edu
2. Click the “Employees” icon at the top center of the page



3. Scroll down to center of page. Click “MyMV” Tab in the center of the page



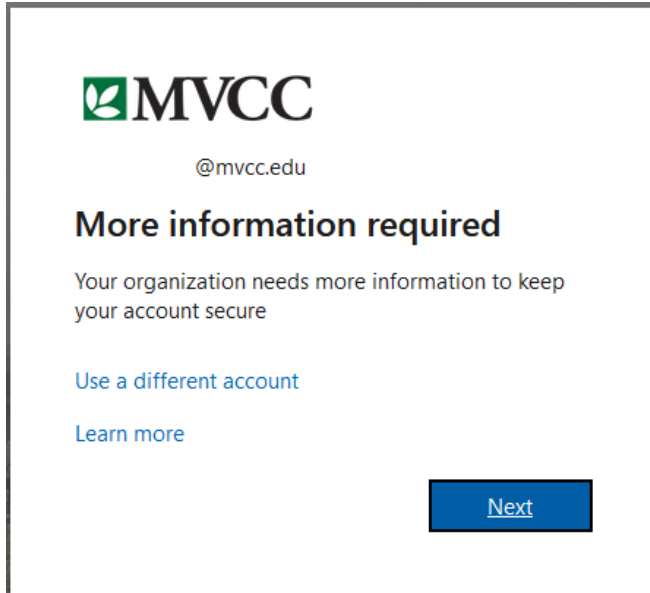
4. On next page click on “Sign in to MyMV” in center of the page (<https://www.mvcc.edu/information-technology/mymv.php>)



5. You are now on the MyMV login page. Enter your MVCC email address. Click “Next”
 - a. **MVCC email:** first initial of first name followed by last name (John Smith - jsmith@mvcc.edu)

The screenshot shows the MyMV login form. At the top left is the MVCC logo. Below it is the text "Sign in". There is a text input field containing "someone@example.com". Below the input field is a blue link that says "Can't access your account?". At the bottom center, there is a blue button with white text that says "Next".

6. You are now on the MyMV password page. Enter your MVCC email address. Click **“Next”**
 - a. Your password will be in this format: **Mvccxxxx** (replace xxxx with the last 4 digits of your Social Security Number)
 - i. If you have any issues logging in, please contact Brandon Horender bhorender@mvcc.edu
7. If it is your first time signing in, you will be on the **“More Information Required Page.”** Click **“Next”**



8. You will be routed to the **“Keep your account secure”** page. Once you enter your Phone number, click **“Next.”**
 - a. MyMV uses a two-step verification system for security. You will need to enter your phone number and select whether you would like to be called or texted the verification code.
 - b. You will only need to enter this information once. After this, the system will send the code to the phone you enter on this page along with the method selected (call or text). Cell number is the preferred method.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

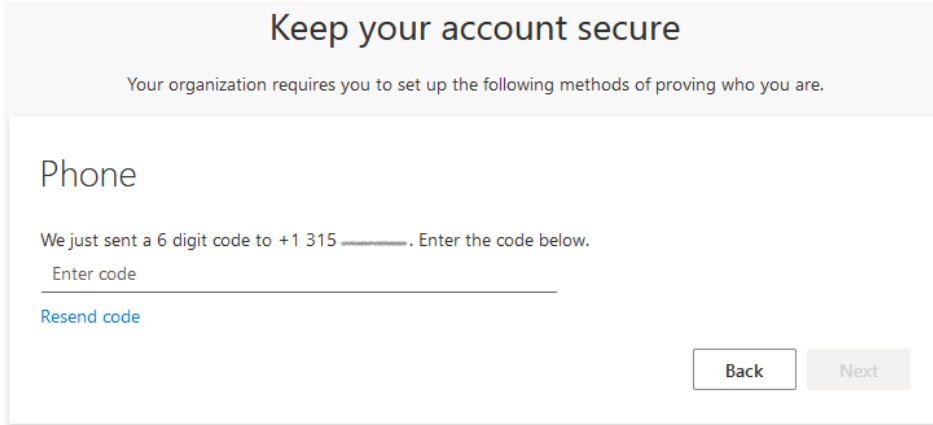
You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

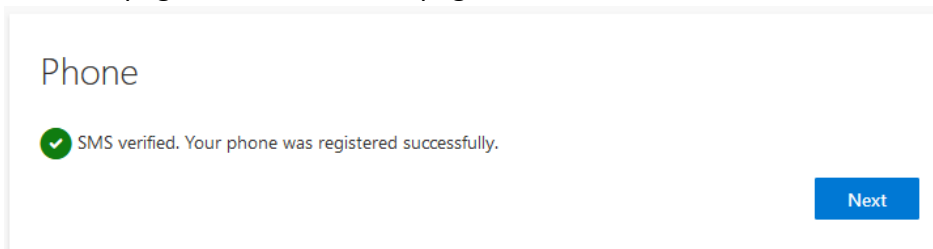
Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

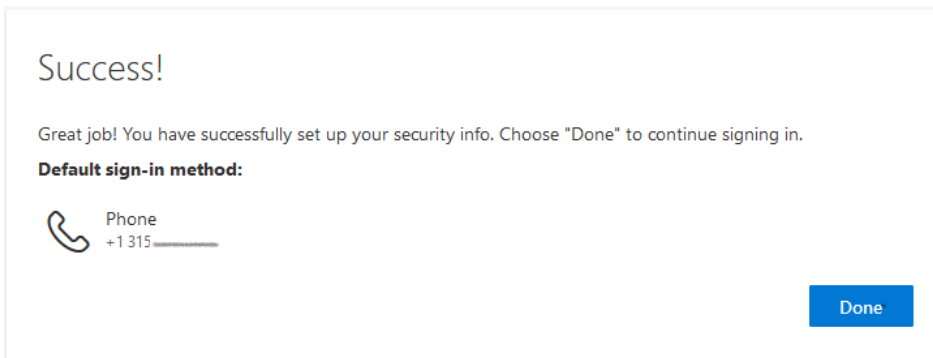
9. Once the code is sent to you, enter it on the “Keep your account secure” page. Click “Next”



10. The next page is a confirmation page. Click “Next”



11. The next page will say your phone number is now the default sign in. Click “Done”



12. “Remember Device” page. If you are signing in on your computer, we suggest you choose “Yes.” If you are signing in on someone else’s device, we suggest clicking “No.”

- a. If you select “Yes,” you will automatically be taken to your MyMV main menu after step 4 of these directions. If you select “No,” you will need to have another verification code sent.



13. The next few pages will be welcoming you to the MyMV Dashboard. You can click through them until you get to your MyMV Dashboard
14. Setup of your MyMV is complete.