

APPLICANT QUICK START GUIDE



WELCOME TO MONTCO CONNECT! In addition to being the place where you will find links to systems such as Blackboard, Self-Service and email, Montco Connect is a communications platform on which you will receive information from the College, can participate in group conversations with students like you, join clubs once you're a student, direct message peers and more. Get started by following the steps below.

1 LOG IN TO MONTCO CONNECT

- Go to **mc3.edu** and click on LOG IN at the top right corner.
- OR log in directly at **connect.mc3.edu**.
- Sign in using your Montco username and password.

2 CREATE YOUR USER PROFILE (OPTIONAL)



- Go to **USER OPTIONS** in the upper right corner.
- Click on **VIEW PROFILE >> EDIT PROFILE**.
- Add a photo: Click **UPDATE IMAGE**. Add your image then click **SAVE CHANGES**.
- Add information: Add details (About Me, Education, Places, Work Experience, Languages, Hobbies, Skills) as you prefer and click **SAVE CHANGES**.

3 UPDATE YOUR PRIVACY & NOTIFICATION SETTINGS



- Go to **USER OPTIONS >> ACCOUNT SETTINGS**.
- For Privacy Settings: Click on the **PRIVACY** tab. Click on your preferred settings.
- For Notification Settings: Click on the **NOTIFICATIONS** tab. Select your preferred settings by clicking on the edit "pencil" next to each notification setting.

4 VIEW YOUR NEW STUDENT CHECKLIST

Your new student checklist will guide you through the remaining steps necessary in becoming a Montco student.

- Go to **TOOLS >> MY TASKS >> MY CHECKLIST**.
- We strongly encourage completion of all tasks. However, those identified with an asterisk(*) are required.

Quick tip: To ensure your tasks are completed in time for the start of the semester, familiarize yourself with Montco's important dates and deadlines.

5 EXPLORE YOUR TOOLS (HELP DESK, EMAIL, SELF-SERVICE, ETC.)



- The most popular tools are listed out in the **QUICK LINKS** section.
- At the bottom of this list there is a '**View All Tools**' button. Click on that button to access the full tool list.

Quick tip: Utilize the **SEARCH** bar to quickly access important links.

6 SET UP YOUR SHORTCUTS



- Click the **VIEW ALL** link to the right of the **TOOLS** section.
- Click the **STAR** next to any item you wish to add to your **SHORTCUTS** section.

7 DOWNLOAD THE MONTCO CONNECT APP

Search for 'Montco Connect' in the Apple or Android store for easy access from your phone.

By having the Connect App, you will have the ability to receive push notifications, keeping you in the know on everything you need to succeed at Montco!

NEED ASSISTANCE?

Contact the help desk at **helpdesk@mc3.edu** or Student Services Resource Center for live support at **mc3.edu/ssrc**.