How to Claim Your Mt. SAC Noncredit Student Portal Account

Use your Noncredit Student Account to view information about Mt. SAC, access Canvas (click on ELearning Resources Tab), find out about events on campus, update your contact and emergency information, pay or appeal parking citations (click on Student Tab), find links to Noncredit programs, get a free Mt. SAC email address (which can get you discounts on software and other products), and more!

Step 1

Go to **www.mtsac.edu/continuinged**
Click on **Resources**
Then click on **Student Account Claim**

Step 2

Type in **Student ID** number and click **Submit**
You can find your ID# on your Mt. SAC ID card or registration printout

NonCredit Student Account Claim
Step 1 of 4 - Provide Account Information

Student ID* [   ]
(Examples: A00011000, A00099000, etc.)

[Submit]

Click here to download the Student Account Activation Instructions
* **Denotes Required Fields**

Step 3

Answer **Challenge Questions** and click **Submit**
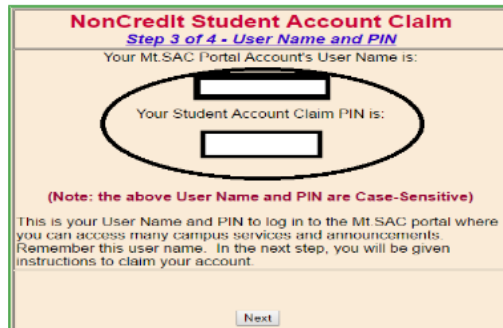*You must select a noncredit course you have taken in order to claim your account*

NonCredit Student Account Claim
Student ID: A01869875
Step 2 of 4 - Answer Challenge Questions

What is your first name?*	[ ]	(Example: John)
What is your last name?*	[ ]	(Example: Smith)
What is your date of birth?*	[ ]	(mm/dd/yyyy)
What are the last 4 digits of your Social Security Number?	[ ]	(Example: 9999. If you provided a SSN to the campus, you need to complete this field)
Which of the following non-credit courses have you taken at Mt.SAC?*	ADJU-3 - Concepts of Criminal Law ▼	
	[Submit]	

* *Denotes Required Fields*
Back to Step 1

Step 4

Write down your **Username** and **PIN** number and click **Submit**
Portal username is also email username
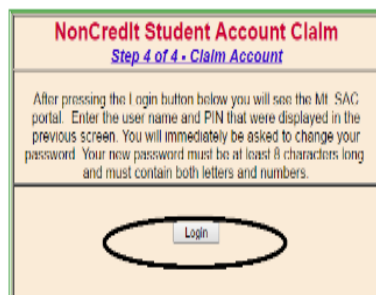
Step 5

Claim Account by clicking on **Login**

Step 6

After you claim your portal, you can access the portal by going to **www.mtsac.edu.**
Click **Portal Login,** enter **User Name** and **Password** and click **SIGN IN.**
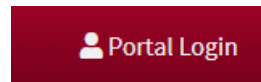
Access MountieMail+

You can ensure that you will never miss an important email from your instructor, or important email from Mt. SAC. You are automatically assigned a Mountie Mail+ account when you claim your Portal account. Your email will end with *@student.mtsac.edu*.
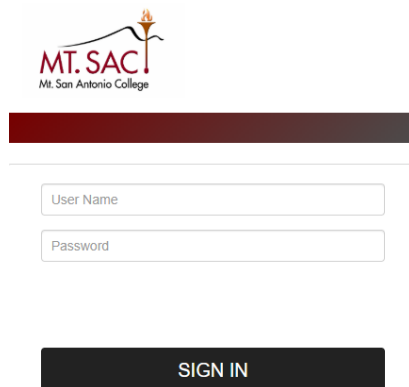
Step 1: Go to **www.mtsac.edu**
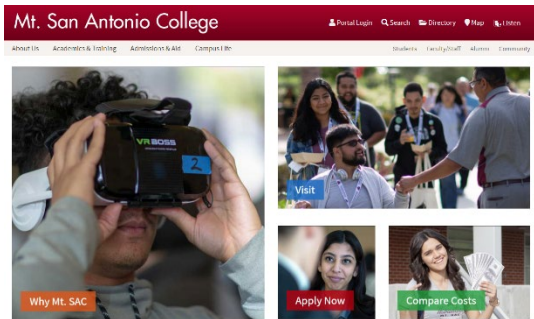
Step 2: Click on **Portal Login** button (top right side of screen)

Step 3: Login using portal username and password.

Step 4: Find the envelope that looks like a red "M" located on the top, right of your screen and click on it to access your email.

Microsoft Office 365

Students are eligible for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. All you need is a valid school email address.

Step 1: Go to the following website:

https://tinyurl.com/MTSACOFFICE365

Office 365 Education

Get started with Office 365 for free

Step 2: Enter school email address and click "Get Office For Free" button

Enter your school email address

[   ] GET STARTED

Step 3: Click on "I'm a student"

❖ A verification email has been sent to the student's MT SAC email. Retrieve that verification code (typically a 6-digit code).

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, enroll your school.

I'm a student ⊕   I'm a teacher ⊕

Step 4:

➢ Enter first name and last name

➢ Create password.

❖ Your password must be 8-16 characters and combine uppercase and lowercase letters, numbers, and any of these symbols: ! @ # $ % ^ & * - _ + = [ ] | \ \ : ' , . ? / ` ~ "( ) ;

➢ Enter verification code that was sent to your

   MT. SAC email account.

➢ Enter date of birth

➢ Click start

❖ On the next page click skip so you don't have to send other invites

Create your account

| First name | Last name |

Create password

Confirm password

We sent a verification code to complete signup.   Enter the code to

Verification code   resend signup code

Your date of birth ⓘ

| Month ▼ | Day ▼ | Year ▼ |

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Start ⊕