Issuing an Access Code

Quick Steps

Students who are unable to answer the authentication questions during the myMDC Account creation process, or who are unable to answer the Challenge Question, will need to obtain an Access Code from an authorized MDC employee.

Staff Instructions

If you have been assigned this task and have submitted the Position of Special Trust, you will be able to access the screen that will allow you to issue an Access Code. You must be assigned this level of security and logged in under your own username.

1. Verify that the student’s identity by checking a government issued ID.
2. Go to http://studentlogins.mdc.edu/overrides.asp
3. Type in the student’s SSN and click Search
4. Verify that the correct student is displayed, then click Issue an Access Code
5. Give the Access code to the student and instruct him or her to return to the Create a myMDC Account screen (or reset password screen) and use the Access code to bypass the Questions.

Step 1-3

1. Verify that the student’s identity by checking a government issued ID.
2. Go to http://studentlogins.mdc.edu/overrides.asp
3. Type in the student’s SSN and click Search
Step 4
Verify that the right student is displayed before issuing the Access Code.

Notice that a history is displayed if the student was previously issued a code.

Click – Issue Access Code

Step 5
Give the Access code to the student and instruct him or her to return to the Create a myMDC Account screen (or reset password screen) and use the Access code to bypass the Challenge questions.
If the student got stuck creating a MyMDC student login, he or she will need to return to this screen and type the Access code in the field indicated. This code will then allow the student to bypass the authentication questions and he or she will be taken directly to the Accept Computer Policies screen.

If a student got stuck because he or she was unable to answer the Challenge questions while trying to reset his or her password, he or she will need to return to this screen and type the Access code in the field indicated.