

[MyCOM Portal First Time User Guide](#)

Welcome:

Welcome to the MyCOM Portal. MyCOM provides secure access and offers a variety of web services for College of Marin students, faculty, and staff.

Students can use MyCOM to register; search for classes by subject area, campus, dates and times; pay fees; review academic history; update personal information; communicate with instructors by email; access the library databases and much more.

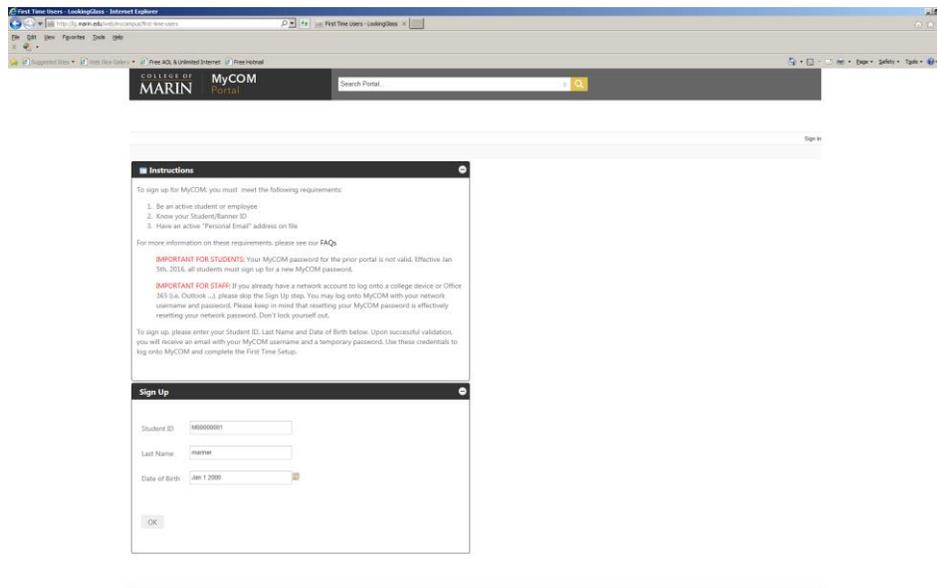
Faculty can view up-to-date class rosters, submit grades online, communicate with students by email and more.

Staff can review benefits and payroll history, submit absences online and more.

First Time Users Sign Up:

To sign up, please click *First Time Users* on the [MyCOM Sign In](#) page, review the requirements and announcements in the *Instructions* block, and enter your Student ID, Last Name and Date of Birth in the *Sign Up* block if applicable. Upon successful validation, you will receive an email with your MyCOM username and a temporary password. Use these credentials to log onto MyCOM and complete the *First Time Users Setup*.

Note: Current staff with existing network accounts do not need to sign up for a new password.



First Time Users Setup:

When you first log onto MyCOM, you will be prompted to answer 4 security questions. These answers will allow you to reset your password if forgotten in the future. Please provide accurate answers. Skip to another question until you find the most relevant question to you. Press the *Save* button to save your answers.

If you were provided a temporary password during the *Sign Up* step, you may want to change it to a less cryptic but secure password you will remember. Please conform to the posted password guidelines and enter both your temporary and new passwords. Press the *Submit* button to reset your password.

Note: Current staff do not need to change existing network passwords.

After providing answers to the security questions and changing your password, please *Sign Out* to complete the setup. You may then log back into MyCOM to begin using the portal services.

First Time Users

Step 1: Define Password Reset Questions

ATTENTION:
Remember to hit the "Save" button at the bottom of the form to save your answers.

Update Password Reset Questions

Update Questions
Please provide answers to the questions below that can be used to verify your identity in case you forget your password. The answers should be both easy to remember and difficult to guess. A minimum of 5 characters is required for each answer.

Question Please Select

Correct Response Show Text

Save

Step 2: Change Your Password

1. Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.
2. Passwords must be at least eight characters in length.
3. Passwords must contain characters from at least three of the following four categories:
 - English uppercase alphabet characters (A-Z)
 - English lowercase alphabet characters (a-z)
 - Base 10 digits (0-9)
 - Non-alphanumeric characters (for example, !@#%)

IMPORTANT FOR STAFF: Please keep in mind that resetting your MyCOM password is effectively resetting your network password. You are not required to change your existing password. **Don't lock yourself out.**

Change Password

Username:

Old Password:

New Password:

Verify New Password:

Submit Cancel

Step 3: Sign Out & Login with NEW password

TO COMPLETE PASSWORD RESET:
Click to Sign Out then Login with your NEW password

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College of Marin reserves all rights. Information revealed hereby is confidential and intended for the Student Accessibility Services (SAS) Office. (415) 485-3000.
Hardware settings (screen resolution) are automatically changing they can be changed by the Student Activities and Technology Office. (415) 485-3170.

Reset Password:

After you provide secret answers in the *First Time Users Setup*, you will be able to reset your password if forgotten in the future. To reset your password, please click *Reset Password* on the [MyCOM Sign In](#) page, review the requirements and announcements in the *Instructions* block, and submit your MyCOM username in the *Reset Password* block. You will be prompted to answer a minimum number of questions from the pool you provided during the *First Time Users Setup*. When your security questions are answered correctly, a random generated password will be displayed on screen.

We recommend that you **immediately change your generated password**. To do so, please **copy the generated password** before selecting the *Change your password* option.

Reset Password - LinkedIn/Class - Internet Explorer

Search Portal

Reset Password

Sign In

Instructions

To use the Reset Password feature, you must meet the following requirements:

1. Be an active student or employee;
2. Have previously provided secret answers during the First Time Users setup;
3. Know your MyCOM username;
4. Have an active "Personal Email" address on file.

For more information on these requirements, please see our [FAQs](#).

IMPORTANT FOR STAFF: Please keep in mind that resetting your MyCOM password is effectively resetting your network password. **Don't lock yourself out.**

To reset your password, please submit your MyCOM username below. You will be prompted to answer a minimum number of questions from the pool you provided during the First Time Users Setup. When your secret questions are answered correctly, a random generated password will be displayed on screen.

You may either login immediately with your newly generated password or change the new password to one of your choosing. We recommend that you **immediately change your generated password**. To do so, please **copy** the generated password before selecting the **Change your password** option.

If you do not know your username, please select **Forgot Your Username** below. But keep in mind that the First Time Users workflow will reset your existing MyCOM password.

Reset Password

Forgot your username?

Username

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