

First time Logon

(email, BrightSpace, MyYCCC portal)

Your YCCC account will come with a YCCC issued password that is in the format listed below. If you do not know your student ID number, please reach out to our [Admissions](#) department for assistance. It is recommended that you change your password as soon as you can to ensure your account remains safe.

When you log into any YCCC services that are powered by Microsoft 365 for the first time, you will need to set up account recovery options. You will get a message letting you know that the service needs more information from you and will walk you through the process of setting up an alternative email address and/or phone number.

Video Link:

<https://www.youtube.com/watch?v=R1zrHv6dhck&list=PLxchl4UeUxhYSsSGtECAp4TgSu94rNL06>

Your YCCC issued login information should be as follows

Username: sFirstNameLastName (like sJohnSmith)

Password: Yc#ID_NUMBER

(For example, Yc#123456 and replace ID_NUMBER with your student ID number) Email

Address: sFirstNameLastName@yccc.edu (like sJohnSmith@yccc.edu)

YCCC Services you can log into

Brightspace

Brightspace is our Learning Management System where you will go for online classes. You can get to Brightspace by going to <https://mccs.brightspace.com/d2l/login> and clicking on the button for YCCC. You can log into Brightspace using your YCCC email address and YCCC issued password or the one you changed it to if you made a new password.

YCCC Email (Outlook.com)

YCCC handles email for new students through Microsoft 365 and Outlook.com. You can log into your email as a new student by going to [YCCC Email](#) and using your YCCC email address and YCCC issued password or the one you changed it to if you made a new password.

My YCCC (college portal)

You can log into the college portal by going to <https://my.yccc.edu/ics>. Your login for the portal is your YCCC username and your YCCC issued password or the one you changed it to if you made a new password.

Netpartner Financial Aid Portal

Netpartner is a stand-alone login that you set up when creating your account for Netpartner. For assistance logging into Netpartner, please contact the Financial Aid department. You can get to Netpartner by going to

<https://netpartner.yccc.edu/NetPartnerStudent/logon.aspx?ReturnUrl=%2fNetPartnerStudent%2fPgHome.aspx>.

Password Requirements

When making a new password, you will need to follow the below guidelines:

- Minimum of 8 characters
- Contains both numeric and alphabetic characters*
- A password history of 6 instances will be retained in the system. Meaning users can not repeat passwords until after 6 unique ones have been used.
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %, etc.)
- Your password cannot contain words or patterns from your username (three consecutive characters).

If you have any issues logging in, please submit a support ticket for assistance. Send an email to ithelpdesk@yccc.edu with a subject line, and any details including screenshots and attachments in the message body. If possible, please include your employee or student id number.

IT Helpdesk: 207.216.4455

M-Th 7:30am – 6pm, F 7:30am – 4pm

IT Support: tss@yccc.edu | https://my.yccc.edu/ICS/Campus_Services/Technical_Support/