

HOW TO CREATE A WDCE NEW STUDENT ACCOUNT

1. Go to <https://www.montgomerycollege.edu/> and click on **APPLY NOW** followed by [APPLY ONLINE NOW](#)



2. Click on **“First time user account creation”**

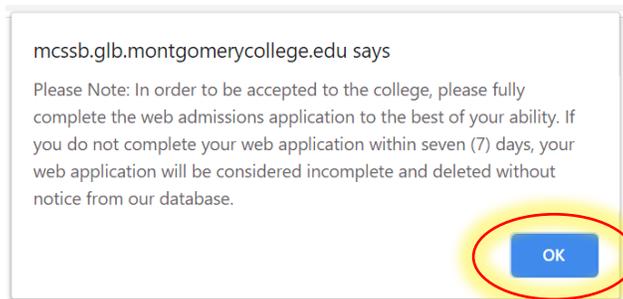
Login ID:

PIN:

Login



3. Read the pop up text and click OK



4. Follow the requirement for creating a login ID and PIN and click **Login**

To create your Login ID and PIN:

1. Create your Login ID - it can be up to **9 alphanumeric characters, use letters (case sensitive) and numbers ONLY. Do Not Use Social Security Numbers as your Web Admissions Login ID!**
2. Create your PIN - **PIN must be 6 numbers.**
3. Enter your PIN again to verify it.
4. Click on the Login button to create your Web Application Login ID and PIN.

Please scroll down to access Login button.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:



5. Under Application Type, please select "WD&CE- Workforce Dev & CE" Click Continue

Application Type: [Return to Home](#)

- A. New to College
- A. New to College
- B. Prior College
- C. Dual Enrollment
- D. Student Visa-I20 Request
- E. WD&CE - Workforce Dev & CE**
- F. ACES App (For Juniors Only)

6. Select the admission term and fill out your information – Then click "Fill Out Application"

* - indicates a required field.

Application Type: E. WD&CE - Workforce Dev & CE

Admission Term:*

First Name:*

Middle Name:

Last Name:*

7. When Pop up appears click OK

mcssb.glb.montgomerycollege.edu says

Please Note: In order to be accepted to the college, please fully complete the web admissions application to the best of your ability. If you do not complete your web application within seven (7) days, your web application will be considered incomplete and deleted without notice from our database.

8. Fill out your personal information by clicking on each of the 4 categories shown below.

- 1. Name Verification
- 2. Address and Phone
- 3. Personal Information
- 4. Electronic Signature

i. 1. Name verification: Fill out your information and click Continue

* - indicates a required field.

Last Name or Family Name:*

First Name:*

Middle Name or Middle Initial:

Prefix (Mr. or Ms.):*

Suffix:

Previously Applied?:* Yes No

Previously Attended?:* Yes No

[Return to Checklist without saving changes](#)

ii. 2. Address and Phone: Fill out your information and click Continue

* - indicates a required field.

Permanent Address

Street Line 1:*

Street Line 2 (no symbols allowed):

City:*

State:*

Zip Code (five digits):*

County
(If outside of MD, choose "Other"):

Daytime Phone Number (No hyphen)
(xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension): -

iii. 3. Personal Information: Fill out your information and click Continue

* - indicates a required field.

Lived in Montgomery County, MD for the last three months:* Yes No

I consider Maryland to be my permanent place of abode, where my possessions are maintained and where I intend to remain indefinitely.* Yes No

Citizenship Status:*

Email:*

Verify e-mail address:*

Social Security Number (XXXXXXXX):

Gender:* Male Female

What is your ethnicity?

Ethnic Category:*

Hispanic or Latino

Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

Race:*

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian and Pacific Islander

Birth Date:* Month Day Year (YYYY)

iv. 4. Electronic Signature: Be sure to complete the Electronic Signature by typing your name inside the box on category #4. Click continue.

4. Electronic Signature (Checklist item 4 of 4)

Type your full name to accept the following:

* - indicates a required field.

By submitting the online information, you agree to the following statement: I certify that this information is correct and complete. I agree to abide by the policies and procedures of Montgomery College. Additionally, I understand that I am responsible for all costs including necessary collection costs to satisfy my debts to the College. Upon request by a designated college official, I agree to provide evidence of the information submitted for verification by the College.*

[Return to Checklist without saving changes](#)

10. When Pop up appears click OK

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11. Once all sections are complete, you should see a check mark on each category as shown below: Click "Application is Complete"

✓ 1. Name Verification ✓ 3. Personal Information
✓ 2. Address and Phone ✓ 4. Electronic Signature

12. Read and click "I agree to the terms"

Admissions Agreement

You must agree to the terms below, or you will information can be found in the HELP link above

I understand that withholding information make me ineligible for admission to the co application are correct and complete, incl

I understand by submitting this Admissior number, date of birth, and ACCUPLACER s of determining my eligibility for the Altern based on a final semester grade of B or hi

You will then receive your M# and MyMC ID. Allow the system 24 hours for system uploads before you can [claim your account](#) and create a password.

* If you need assistance creating your account or receive a "PUSHERR issue", Please call us at 240-567-5188.