1. Go to
   www.yc.edu/quickstart
2. Click on Search for my account

I am a current or former Yavapai College student...

but do not remember my username or password (or was never provided one)

Search for my account

3. Type in your birthdate and your last name
4. Your username will appear in red letters (where the black box is).
5. Please write this down and keep it accessible (ex: put in your phone). If the system does not provide you with a username contact the ITS Helpdesk at (928) 776-2168 (available 24/7) to recover your username
6. Your username will not change and is required every time you log into the website
7. If you have forgotten your password information,
   Click here to reset it

Welcome, Heather!

Your username is ▮▮▮▮▮▮ (make sure to write this down).

Enter your username and password in the boxes provided below, then click the "Login" button to login to the myYC academic portal. From there, the "My Services" channel will allow you to register for classes and access other information.

myYC

Username: [   ] need username?
Password: [   ] forgot password?

[Login]

Password Hint: If you've never changed your password, it may be:

Yava + Date of Birth (MMDDYY format) (ex. Yava072380)

Click here to reset your password if you've forgotten it

If you're not Heather, please click here.

NOTE: If you have never changed your password to something you could remember, try your temporary password which is Yava + Date of Birth (MMDDYY format) (ex: Yava072380).

8. Click **on Let's Get Started**
9. Enter in your last name, birthdate and your social security number <u>or</u> your Yavapai College student identification number.Y number must be entered with a capital Y.
10. Answer the security questions you set for yourself previously.
11. If you are unable to create a new password, please contact the ITS Helpdesk at (928) 776-2168 (available 24/7) to attempt a password reset by telephone. Please identify yourself as a dual enrollment student and be prepared to provide your social security number and other verifying personal information.

Yavapai Student ID# is found by logging into the website and clicking on your name and selecting My Preferences.

Hello, Jeremy ⌄

⚙ My Preferences & Settings

↪ Logout

<u>Your Y number will be highlighted in bright red.</u>

You can set your security questions by clicking **Answers** on the **My Preferences** page**.**

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