

How do I Enroll?

1. Navigate to <https://selfservice.mcoecn.org>
2. Sign in using your Management Council username and password. This would have been provided by your ITC.
3. Once logged in you can update your contact information under the My Info tab. Please make sure your information is correct (specifically email address). The email configured here will be used for notifications and password resets unless another email address is specified.

The screenshot shows the 'Self Update' page in the Management Council portal. The page title is 'Self Update' and the subtitle is 'Update your personal information, such as contact details, in this page.' There is a 'My Info' tab selected, with sub-tabs for 'Change Password' and 'Enrollment'. The 'Contact' section has a 'Mobile' field with a placeholder '999-999-9999' and an 'E-mail' field with a placeholder 'name@mcoecn.org'. A red asterisk and the word 'Mandatory' are next to the email field. An 'Update' button is at the bottom right.

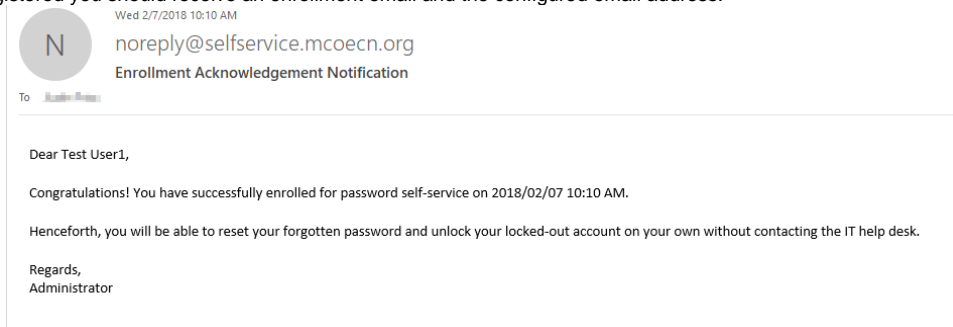
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4. You can update your enrollment information under the enrollment tab. By default you ITC should have configured an email. If you would like verification emails to go to a different address you can specify an additional email account.

The screenshot shows the 'User Registration' page in the Management Council portal. The page title is 'User Registration' and the subtitle is 'The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.' There is a 'My Info' tab selected, with sub-tabs for 'Change Password' and 'Enrollment'. The 'Verification Code' section has a yellow message box that says 'You have already enrolled for Verification Code.' The 'Register Your Email Address(es)' section has a text input field with a placeholder '@mcoecn.org' and a plus sign, and another text input field with a placeholder 'Enter your email id' and a red X. An 'Update' button is at the bottom right.

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5. Once registered you should receive an enrollment email and the configured email address.



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6. Now that you are enrolled you can do several things through the Self Service Portal.
 - a. Reset Password
 - b. Unlock Account
 - c. Update your contact details (mobile/email).