

# 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 of the Management Council portal. The page has a header with the Management Council logo and navigation links: 'My Info', 'Change Password', and 'Enrollment'. The main content area is titled 'Self Update' and includes a sub-header 'Update your personal information, such as contact details, in this page.' Below this is a profile picture placeholder. The 'Contact' section contains fields for 'Mobile' (with a dropdown for country code and a text input for the number) and 'E-mail' (with a text input). A red asterisk and the word 'Mandatory' are next to the E-mail field. An 'Update' button is at the bottom right.

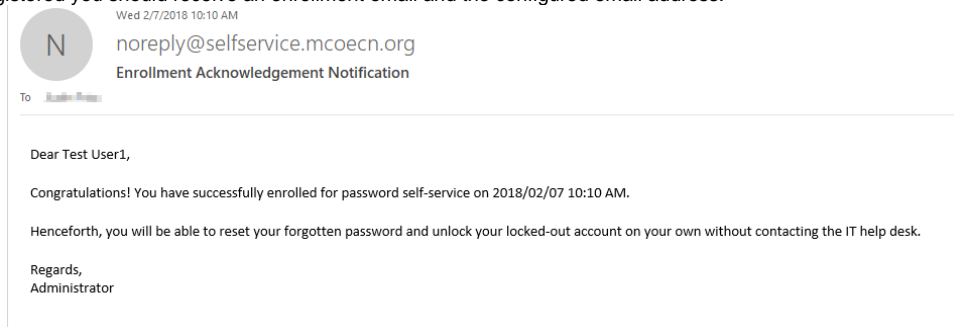
a.

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 has a header with the Management Council logo and navigation links: 'My Info', 'Change Password', and 'Enrollment'. The main content area is titled 'User Registration' and includes a sub-header 'The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.' Below this is a 'Verification Code' section with a yellow banner that says 'You have already enrolled for Verification Code.' Below this is a 'Register Your Email Address(es)' section with a text input for the email address and a red 'X' icon. An 'Update' button is at the bottom right.

a.

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



a.

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).