For your security: Please make sure you close all windows and log out when exiting programs and systems. Keep login and password information confidential!

1. **Windows login:** When using any Motlow computer at any campus
   - **Purpose:** Access to Motlow computers. You will not be able to use Motlow computers without this login. Use this login when you see a message to press CTRL + ALT + DELETE.
   - **Username:** First Initial + Last Name + Month and Day Birthday in the format of MMDD.
     - **Example:** John Smith born on March 4, 1980 Username: JSMITH0304
   - **Password:** Date of birth in MMDDYY format.
     - **Example:** John Smith password: 030480.
     - The first time you log into your windows account you will be required to change your password. You can change it back to your date of birth, or something more secure.
   - Your Windows login ______________________________ Password ______________________________

2. **Student email:**
   - **Purpose:** Correspondence with instructors/staff and students, and to receive notices from various departments.
   - **Location:** www.mscc.edu, click on Quicklinks, click on Student Email
   - **Login:** E-mail login and password will be the same as your Windows login
   - Your email login __________________________________ Password ______________________________

3. **MyMotlow:**
   - **Purpose:** Register for classes, review your financial aid, personal, and graduation information; request copies of your transcript, view your schedule, grades, account information, make credit card payments, etc.
   - **Location:** www.mscc.edu, click on Quicklinks, click on Student - MyMotlow
   - **Login:** Student ID (or 9 digit SS#). PIN: 6 digit DOB (MMDDYY)
   - Your MyMotlow login _____________________________Password________________________________

4. **MSCC Online (D2L) Courses:**
   - **Location:** www.mscc.edu, click on MSCC Online (located at the bottom of our homepage)
   - **MSCC Online ID:** First Initial + Last Name + Month and Day Birthday in the format of MMDD. PIN: 6 digit DOB (MMDDYY)
   - Your MSCC Online login___________________________Password________________________________

5. **RODP Courses:**
   - **Location:** www.mscc.edu, click on RODP (located at the bottom of our homepage), click on Go To Class
   - **RODP Login:** First Initial + Last Name + Month and Day Birthday in the format of MMDD. PIN: 6 digit DOB (MMDDYY)
   - Your RODP login _________________________________Password________________________________

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Motlow Technical Help Desk
Phone: (931) 393-1510, or 1510 from any in-house Motlow telephone, or toll free (800) 654.4877, ext. 1510
E-mail: HelpDesk@mscc.edu

Hours of Operation (Fall & Spring Terms): Monday - Thursday 7:30am to 9:00pm; Friday 7:30am to 4:30pm

RODP Help Desk: 866-550-7637
Smarthinking: 888-430-7429, ext. 1
Library Database Access: Same login & password as Windows login (see #1).

Updated: 11/04/09