## Activating your McKendree Account

- 1) Navigate to <a href="https://activate.mckendree.edu">https://activate.mckendree.edu</a>
- Enter the following information First Name Last Name Social Security Number

3) Agree to the Authorized User Agreement when prompted.

 Image: Contracting your McKendree Account

 We come to McKendree University: To get started, login using the requested information.

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4) Account activation prompts display of personal information.

Thank you,
Your McKendree account is now activated.
Please take a moment to verify the information below, it's important that this is <u>correct</u> . <u>NOTE</u> : Your emergency contact information will be updated once you've submitted the Confidential Medical History form.
First Name:
Last Name;
Social Security No:
Emergency Contact:
Daytime Phone:
Evening Phone:
If this information above is correct, please continue to the next page.
Continue

 5) After verification, account information displays with the option to continue to the First Time User (FTU) set-up.
We recommend completing set-up at this time.

Thank you,			
Now that your information has been confirmed. You can access your account with the information below.			
Student ID No:			
Email:			
<u>Username:</u>			
We recommend you finish your account setup at your earliest convenience. In order complete your account setup, please follow the link below: To Account Setup			

6) After selecting 'To Account Set-Up', you'll be presented with the FTU setup, which requires your Last Name and Student ID number.





7) After the information has been submitted, you will be asked to create a new password.



8) After creating a new password, you will be directed to the MyMcK Portal login.



9) Log into the your MyMcK portal. At this time, you'll be required to re-enter your password and setup a security profile.



10) The security profile consists of four security questions and setting up a backup email address.

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Account Recovery Settings	♦ Back to Account Security
Verification methods can be used to make sure it's really you sig	ning in or to reach you if suspicious activity is detected in your account.
Security Questions	
Set up your security questions and answers to recover your password. TIPS FOR CHOOSING A GOOD SECURITY QUESTION	
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QPlease select a question	QPlease select a question
A Answer	A Answer
SUBMIT	
🖂 Email Recovery	
	Back to Account Security My Applications

11) The account set-up is now complete. Please allow up to 24 hours for your account to update and to gain access to all McKendree services

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Bb Blackboard Blackboard	Vicrosoft Outlook Email	Microsoft Teams	Class cancellations and changes Class Cancellations	Ellucian Self-Service	
Active Learning Centers NOD Room Status Hub and ALC Room Status	Incident Report	Reserve a campus space	Academic Assistance	Activity Report	
Campus Calendar Calendars - Campus	Details Calendar Calendars - Details	Course Assessment	Dining & Meal Services	EBSCO Host	
Follet Bookstore	eForms	Emergency Alerts	Employee Directory	Handshake (Career Services)	
Campus Health and Counseling Health & Counseling Services	Holman Library Holman Library	Intranet	Information Technology and HelpDesk IT HelpDesk	LIVETEXT	
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## **MyMcK Portal**

After activating your account, you'll gain access to important tools that will help you during the college selection process and as a McKendree Bearcat.

Navigate to the McKendree homepage. Click on MyMck in the upper Left-hand corner and sign in when prompted.



You are now in your student portal.

You will get official McKendree messages in regards to your financial aid at your McKendree email. Click on the link for Outlook to check these messages.

Once your Financial Aid is available, you will also be able to view this information by clicking on the link for Self Service.



To view your Scholarship and Financial Aid awards, you can click on Financial Aid after logging into Self-Service.

