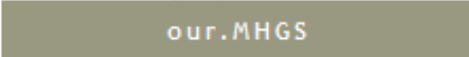
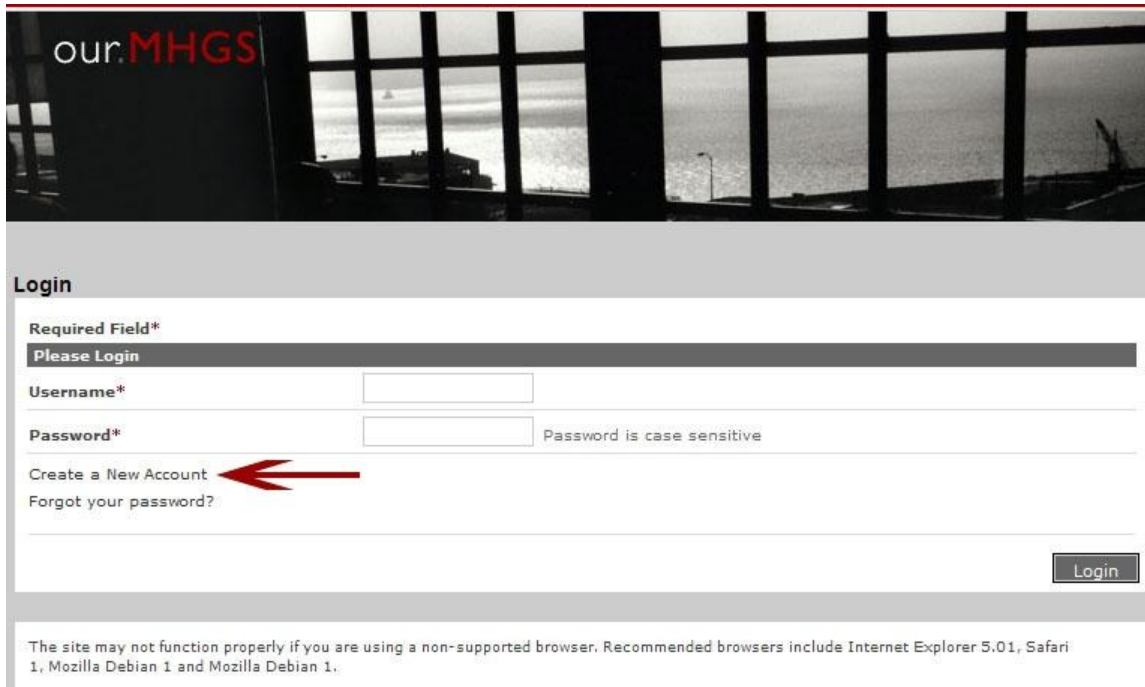

Creating your MHGSnetID

What is an MHGSnetID?

Your *MHGSnetID* will provide you with access to valuable student resources via **our.MHGS** and provide you entry into the onsite wireless network. This account will stay with you during your full time at MHGS.

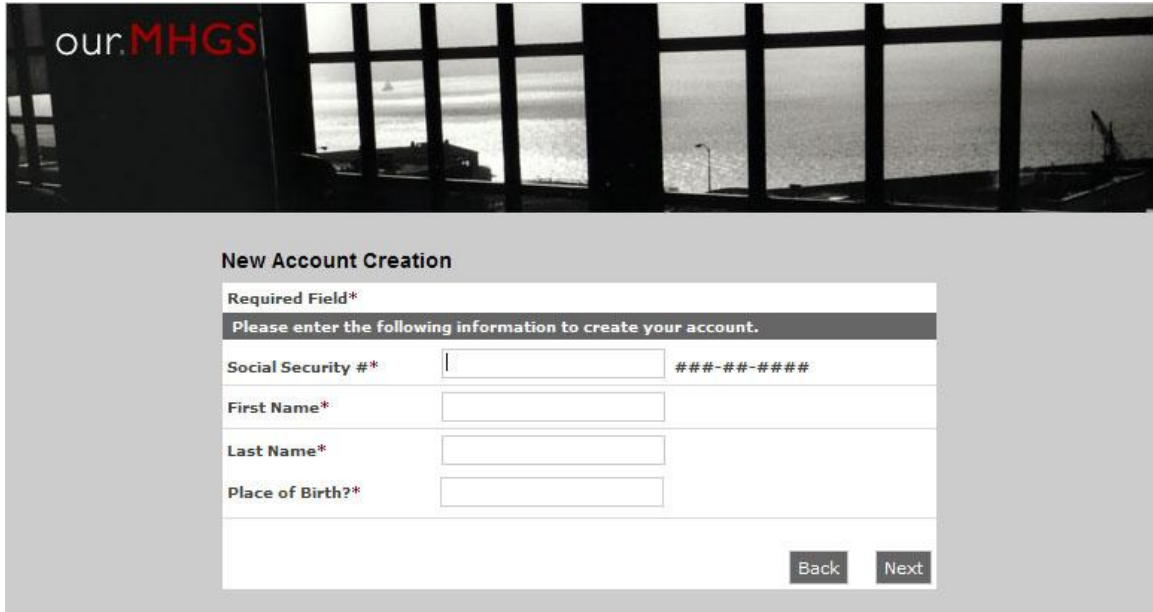
Instructions

1. Open your web browser and go to the Current Student page of the website:
www.mhgs.edu/cs
2. Click on the “our.MHGS” link

3. Click on “Create a New Account”



The screenshot shows the 'our.MHGS' login interface. At the top left, the 'our.MHGS' logo is displayed. Below it, a 'Login' section contains a 'Please Login' message, a 'Username*' field, a 'Password*' field with a 'Password is case sensitive' note, and links for 'Create a New Account' and 'Forgot your password?'. A red arrow points to the 'Create a New Account' link. A 'Login' button is located at the bottom right of the form. At the bottom of the page, a disclaimer states: 'The site may not function properly if you are using a non-supported browser. Recommended browsers include Internet Explorer 5.01, Safari 1, Mozilla Debian 1 and Mozilla Debian 1.'

4. Enter your identifying information. Be sure to enter your legal name, the same as you put on your application or FAFSA, not your nickname.



our.MHGS

New Account Creation

Required Field*

Please enter the following information to create your account.

Social Security #* ###-##-####

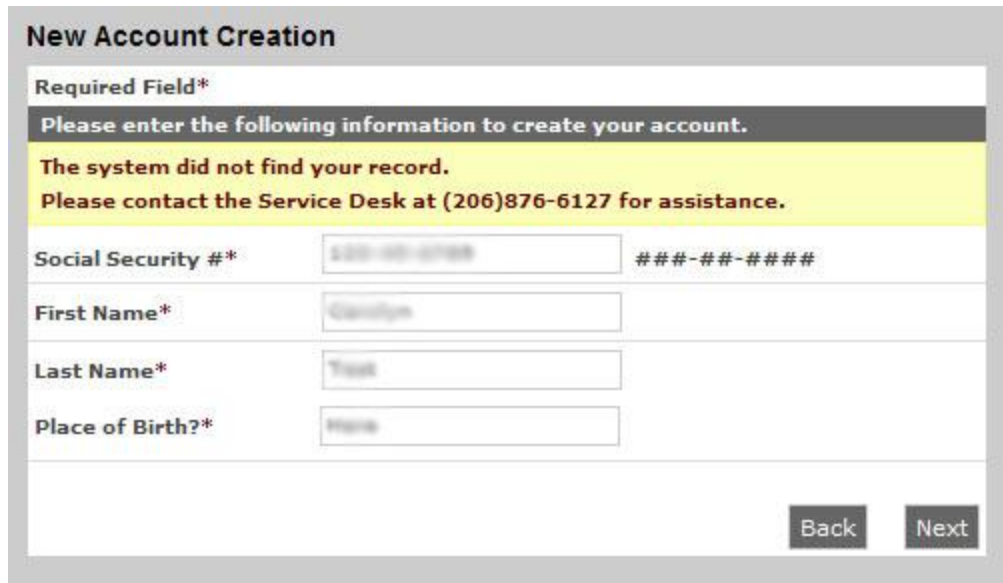
First Name*

Last Name*

Place of Birth?*

Back Next

Note: If you try entering your information multiple times and still get an error then contact the Service Desk to verify your name and SSN on record.



New Account Creation

Required Field*

Please enter the following information to create your account.

**The system did not find your record.
Please contact the Service Desk at (206)876-6127 for assistance.**

Social Security #* ###-##-####

First Name*

Last Name*

Place of Birth?*

Back Next

5. When a match is found it will ask if the email address on file is correct.

Email Address Verification

Email Address Verification

We found this email address on file for you: [redacted]@gmail.com Is this address still valid?

[Redacted text input field]

Yes No

Note: If it is not correct then select No and contact the Academic Office (206-876-132). You will not be able to continue this setup until we have an accurate email address on record.

6. Create a username and password. Please follow the guidelines below.
- a. **Username:** Use your first and last name with a period in the middle (example: jane.doe)
 - b. **Password:** Must conform to the following:
 1. Be at least 6 characters long
 2. Contain at least 3 of the following
 - a. Upper case character
 - b. Lower case character
 - c. Number
 - d. Symbol

This account information will be used to both login to **our.MHGS** and access the wireless network in the building

Note: If you also a staff member already and have an MHGS email account then you cannot use the same username.

Login Information

Required Field*

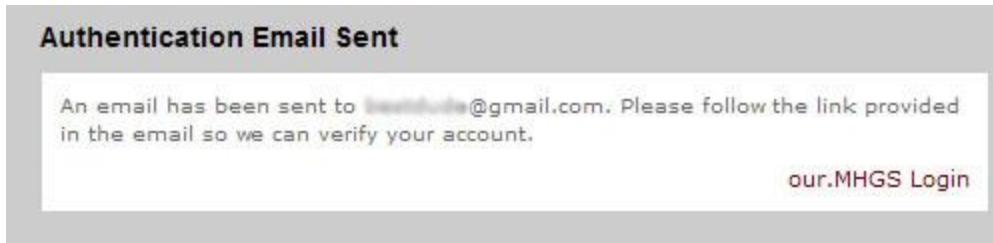
Username* [Input Field]

Password* [Input Field]

Confirm Password* [Input Field]

Submit

7. The system will then send you an email to the address on record.



8. Open your email program (in this case Gmail) and follow the link it contains. Expect to receive the email within 24 hours of signing up. If you have not received an email by then, please contact the Service Desk (servicedesk@mhgs.edu).

The screenshot shows the Gmail interface. At the top, there are navigation links: Gmail, Calendar, Documents, Photos, Reader, Web, and more. The user's email address, username@gmail.com, is displayed in the top right corner. Below the navigation links is the Gmail logo and a search bar with "Search Mail" and "Search the Web" buttons. The left sidebar contains navigation options: Compose Mail, Inbox (67), Starred, Chats, Sent Mail, Drafts (4), All Mail, Spam (434), and Trash. A "Contacts" section is also visible. The main content area shows an email titled "MHGSnetID validation email" from "servicec" received at 3:35 PM. The email body contains the following text:

Dear [College Test](#),

Please click this link to validate your new MHGSnetID and login to our.MHGS:

<https://our.mhgs.net/Login/CreateLogin.aspx?AuthCode=09be1aba-1bbb-4c29-9efb-f9344851>

In the event that an error occurs during the authentication process, please contact the Service Desk at (206)876-6127.

***NOTICE: This e-mail is only intended for the person(s) to whom it is addressed and may contain confidential information. Unless stated to the contrary, any opinions or comments are personal to the writer and do not represent the official views of Mars Hill Graduate School. If you have received this e-mail in error, please notify us immediately by reply e-mail and then delete this message from your system. Please do not copy this email or use it for any purposes, or disclose its contents to any other person. Thank you for your cooperation.

9. After you click the link you will see that the account has been created.



10. After clicking "Ok" you can login and you are finished!



Now that you have created your MHGSnetID you will be able to use it to access the Online Registration process during the open registration period, as well as connect to the wireless network. Once you are on campus, you can connect to the wireless network by following the instructions contained in the help article *Connecting to the Wireless Network*. Copies of this help article are available in the Library or in Office 417.

Please note: If you encounter problems during this process, please contact the Service Desk at servicedesk@mhgs.edu.