



Dear Incoming Student,

Receiving this letter brings you one step closer to entering the doors of MHGS as a student. At this point in the process we would like to give you access to **our.MHGS** and introduce you to us, your friendly IT department!

**our.MHGS** will be the way in which you access your student account, finances, registration information, class syllabi, bulletin board, and student directory. These online resources are available to you once you have created your *MHGSnetID*. See the following document for help on creating your ID. Once you have created your ID, you are free to familiarize yourself with **our.MHGS** and use the bulletin board as you prepare for your time at MHGS.

Below you will find a breakdown of the resources found on **our.MHGS**:

- **My Finances**- View your financial records and track your student billing account.
- **My Financial Aid**- View your financial aid information.
- **Academics**
  - **On-line Registration**-  
Three times a year registration is open in order for students to register for classes. Fall registration will be open June 29 – July 30. Please see enclosed Online Registration Tutorial, Registration FAQs, and [www.mhgs.edu/cs](http://www.mhgs.edu/cs) for more information.
  - **Your Class Schedule**- Available once registration is complete.
  - **Syllabi and Hand-outs**-  
As the faculty finalize their syllabi, they will be made available on **our.MHGS**. Online readings and class handouts will also be posted on **our.MHGS** throughout the term.
- **Campus Info**
  - **Student Directory**-  
All current students are listed in the student directory with their contact information and picture. Incoming students will be added after orientation.
  - **Faculty Directory**
- **Bulletin Board**-  
The MHGS Bulletin Board is our version of Craigslist or the classifieds. Current and incoming students can post advertisements on the board including housing, furniture, books, etc.

**our.MHGS** is not to be confused with mhgs.edu. While **our.MHGS** provides access to personal and privileged student information, there are many helpful resources openly available at [www.mhgs.edu/cs](http://www.mhgs.edu/cs):

**Academic Calendar**  
**Academic Forms**  
**Booklists**

**Catalog**  
**Class Schedules**  
**Glossary of Academic Terms**

**New Student Resources**  
**Student Handbook**  
**and more!**

It is our hope to make your transition to MHGS as smooth as possible. Please feel free to contact us if you need any assistance with these resources. You can also check out our knowledge base ([kb.mhgs.edu](http://kb.mhgs.edu)) for answers to your technology questions. We look forward to meeting each of you as you join us in the fall.

Many Blessings,

Jason Best and Matt Summy  
[support@mhgs.edu](mailto:support@mhgs.edu)



## MHGSnetID

### What is an MHGSnetID?

Your MHGSnetID is an electronic account composed of a username and password that provides you with access to valuable student resources at MHGS. It gives you online access to personal and privileged student information via **our.MHGS** and you use it to access IT resources while onsite, such as the wireless network and printing. This account will stay with you during your whole time at MHGS.

### How do I get an MHGSnetID?

A help article entitled *Creating Your MHGSnetID* can be found in this packet or in the New Students section of the online IT knowledge base ([kb.mhgs.edu](http://kb.mhgs.edu)).

### Can I create whatever username I want?

Your username should be your first name and your last name with a period in the middle. If this username is already taken you will have to add a number or other distinguishing characteristic at the end (i.e. jane.doe1). **DO NOT create a username with spaces or special characters.**

### What are the password requirements?

Your password is the primary defense against unauthorized access to your information. You are strongly encouraged to create a password that is not easy to break. Two factors go into a good password: length and randomness. To help facilitate good password creation, we enforce the following rules:

- length must be 6 characters or longer (14 is optimal)
- it cannot contain all or part of your username
- it must contain characters from three (3) of the following four (4) categories:
  - uppercase (A-Z)
  - lowercase (a-z)
  - numbers (0-9)
  - non-alphabetic characters (i.e. !, \$, &, \*)

A good policy when creating a password is to think of it as a “passphrase”. For example, the patriotic user may use the passphrase “Stars and Stripes Forever” and make that into the password: \*s&Strips4>.

### What if I forget my password?

Go to the **our.MHGS** screen and click on “Forgot your password?” (If this does not work then follow the steps under “What if I forget my username?”).

### What if I forget my username?

Send an email from the account you used to create your MHGSnetID to IT Support ([support@mhgs.edu](mailto:support@mhgs.edu)). Include in this email your name, last 4 digits of your Social Security Number, and your birth date. You will receive a response within 24 hours. Or you can stop in Matt Summy’s office (Office 417) and he can assist you.

### How do I change my password?

Log in to the Student Portal and on the left side menu choose “My Profile” then “Change Password”.