



Adult ACCESS Program
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ACCESSING MHC COMPUTER ACCOUNTS

As a student of Mars Hill College, you are automatically issued campus accounts in:

- Webmail email, which allows you to send and receive email.
- MHC Network, which lets you log on to the campus computer network **if you are at a computer on campus.**
- IQ Web, which allows you to view your grades, course schedule, course offerings, participate in classroom discussions and assignments and register for classes.

You will have access to each of these accounts using the same log-in and password information.

To access Webmail or IQ Web go to www.mhc.edu. You will find a link for each of these programs near the top of the MHC webpage. Webmail and IQ Web may be accessed from any computer (home or elsewhere), but access to the MHC Network is only available using an on-campus computer.

Your **login** information for Webmail, the MHC Network, and IQ Web is your nine-digit student ID, preceded by **the letter S**. Your account is created with a **default password**, which is **mHc (notice that "m" is lower case, "H" is upper case, and "c" is lower case) plus your date-of-birth using two digits for the month, two digits for the day, and four digits for the year.** As an example, if your birthday is January 14, 1975, you would log-in as follows:

EXAMPLE:	Login:	S000112345
	Password:	mHc01141975

Please **change your password** when you enter for the first time and be sure to make a note of this for you are the only person who will have this password. This will insure privacy of your information.

TO CHANGE YOUR PASSWORD use at least 8 characters and have at least three of the following categories within the password:

1. English uppercase characters (A through Z)
2. English lowercase characters (a through z)
3. Base 10 digits (0 through 9)
4. Non-alphabetic characters (example: !, \$, #, %, etc.)

You cannot use any part of your name or any of the last 10 passwords previously used. Passwords expire in 90 days and must be changed again. When you change your network password, it automatically changes the password for your network, email and Moodle accounts. It does not affect your IQ Web account. Ten attempts will lock out users.

If you have any problems when you try to log into either program, please contact our help desk at 689-1444 for assistance or go to [http://its.mhc.edu/](http://its.mhc.edu) (Also found on MHC home page or The Well under Quick Links). You will find solutions to most problems as well as an online Help Desk form that will provide necessary information so that IT may respond to your needs more quickly.