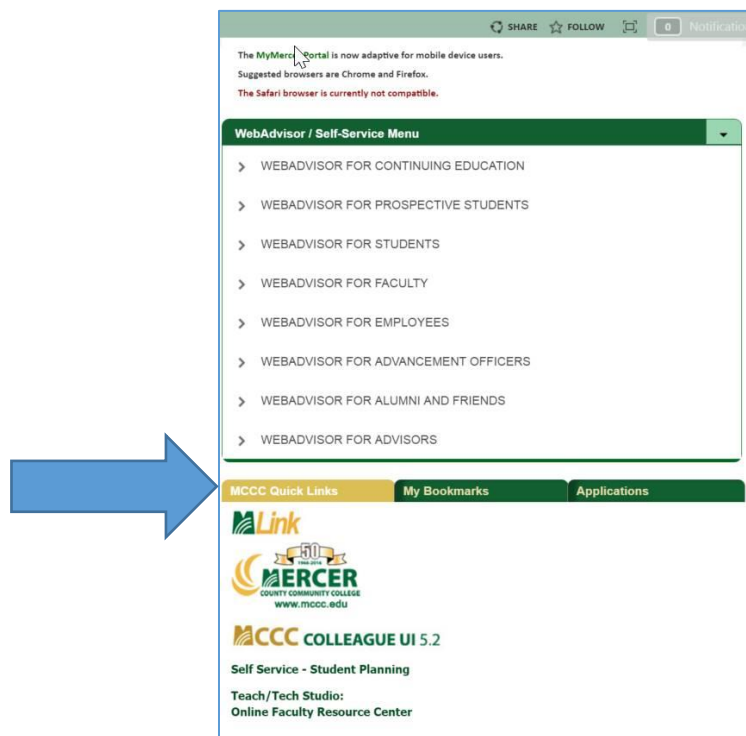


Staff guide to logging in to MyMercer and Colleague UI

- Starting Monday, April 24, 2017, staff will only need their usernames and passwords to log in to all Mercer County Community College IT services
- Staff will no longer need to enter the domain “wwc\” before the user name when logging in to the MyMercer portal
- For example, a staff member named Donald Duck with a birthday of April 7, 1934 would have default username “duckd” and default password “040734”
- If you have bookmarks or desktop shortcuts from before the migration, please delete them and replace them with the correct links, which can be found in the “Quick Links” section of the Portal
- IT recommends this brief video: https://mlink.mccc.edu/tech_serv_ui_video.shtml

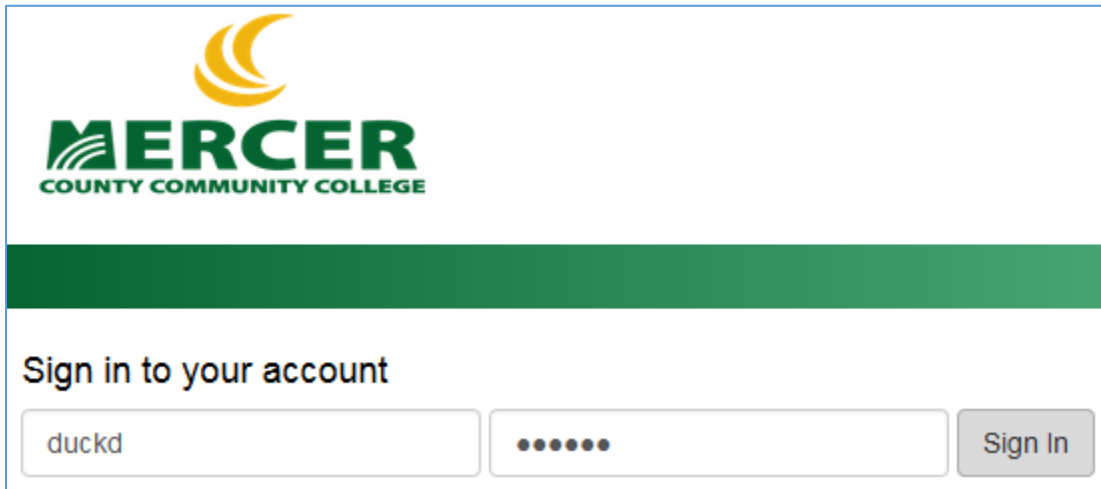
MyMercer portal

- From MyMercer (www.mccc.edu/mymercer), select “Faculty & Staff MyMercer Log in,” or use the direct link: <https://mercer-portal.colleague.elluciancloud.com/pages/default.aspx>
- MyMercer is your personal home page. It links to your email, shows campus announcements, lists upcoming events, and connects you to information such as your W2 statements.
- In particular, refer to “MCCC Quick Links” on the right side of the screen to get the most updated links to MLink, Colleague, and Self Service.



Colleague

- Access Colleague via the MyMercer Portal or by navigating directly to <https://mercer.colleague.elluciancloud.com/ui/index.html>
- Colleague is where most staff members do the majority of their daily work
- Users should only use Firefox or Chrome browser to access Colleague



The screenshot shows the login interface for the Mercer County Community College Colleague system. At the top left is the college's logo, which consists of a yellow stylized 'M' above the word 'MERCER' in green, with 'COUNTY COMMUNITY COLLEGE' in smaller green text below it. A thick green horizontal bar is positioned below the logo. Underneath the bar, the text 'Sign in to your account' is displayed. Below this text are two input fields: the first contains the username 'duckd', and the second contains six black dots representing a password. To the right of the password field is a grey 'Sign In' button.