



## Login Instructions to UCM Systems

*Please read carefully and follow steps below*

### **Step 1: Log in to MyCentral**

MyCentral is UCM's web portal for access to class schedules, grades, pay bills, etc. **Students may grant access to their UCM Payment Center to other individuals by adding users** (see enclosed "Instructions for Authorizing Additional Users to UCM Payment Center").

1. Go to [mycentral.ucmo.edu](http://mycentral.ucmo.edu) and enter your user ID (700#) and default password. If you do not know your 700#, you can look it up at, [ucmo.edu/infoserv/webapps/student/banner\\_id/](http://ucmo.edu/infoserv/webapps/student/banner_id/). If you forgot or do not have your default password, you will need to contact our Technology Support Center to have it reset, at 660-543-4357.
2. If you haven't done so yet, change your password. The first time you log in to MyCentral you will be prompted to change your password to a secure format and set up security questions. Answer all security questions with something you will remember. The answers to the security questions will be used to verify your account if you forget your password and need to reset it.
3. When you log in for the first time you will also need to change your Blackboard password. Click the *network password change* tab and follow the instructions on that screen. This will also be your UCM email password. Write down your password.
4. When you are ready to pay your bill, log in to MyCentral and select *student* from the menu on the left-hand side of the page, click "Student Financial Services", click "Continue to UCM Payment Center" (Under *Payment Center*) and pay your bill online.

**Note:** Do not share your MyCentral login information. Authorized users will receive a separate link for access to the UCM Payment Center.

### **Step 2: Accessing your UCM email account**

Your UCM email will be used for all course-related correspondence so be sure to check it regularly.

**Electronic tuition statements will be available online each month. Email notifications will go out to the student's UCM account and any authorized users,** (see enclosed "Instructions for Authorizing Additional Users to UCM Payment Center").

1. Go to Gmail and enter your username (your 3 initials plus the last four digits of your "700#," plus a zero) also add the domain, @ucmo.edu, after your username. Your **default Gmail password was sent to your personal email address (see "New Student ID and Password Distribution System for all UCM students" provided in this packet). If you need to reset your password, you can do that in MyCentral.**

2. Once logged in, you will see the Google Welcome Page. Browse through the Terms of Service and privacy information, fill out the “type the characters you see in picture” area and click the “I accept. Continue to account” button.
3. When logging in the first time you will need to change your password. Enter your **default password** followed by your preferred password in the “New Password” box. Click “submit” and view your mail.

### **Step 3: Ensure access to Blackboard**

Blackboard is the platform for online course content and communications of UCM distance learning courses.

1. If you are still in MyCentral’s student services tab, click “Blackboard” under “Bookmarks Plus” **or** access Blackboard directly at <http://courses.ucmo.edu/>
2. Enter your username (your 3 initials plus the last four digits of your “700#,” plus a zero) and the password you created in **Step 1—#3** above
3. Click on the course you enrolled in under “courses in which you are enrolled.”

**Note:** *If you successfully logged into blackboard, but cannot see your course, your instructor may not have activated it yet. Courses are often activated the day the class starts. If your course is not available by noon on the starting day, contact [dualcredit@ucmo.edu](mailto:dualcredit@ucmo.edu) for assistance.*

**If you need assistance UCM’s Technology Support Center  
is available 24/7  
(660) 543-HELP or (660) 543-4357**