

Enrolling in PGCC's SAGE Program and Accessing the MyPGCC Portal

This guide shows first-time students how to enroll online for the Prince George's Community College (PGCC) Seasoned Adults Growing Educationally (SAGE) program. By completing the steps in this guide, residents receive their usernames and create valid passwords so that they can register for courses.

****NEW** If you are a Montgomery County resident or have lived in Prince George's county *less than three months*, contact Sydney Siegel as soon as possible to let her know you submitted your application. If you do not do this before Registration Day you will be charged as an out-of-county resident.**

This guide has four parts:

Part 1: Enrolling in the PGCC SAGE Program (page 3)

Part 2: Reviewing Entries and Editing Errors (page 15)

Part 3: Accessing the MyPGCC Portal (page 17)

Part 4: Deleting Your Personal Information from a Public Computer (page 24)

Residents who previously took classes at PGCC but forgot their username or password for the PGCC website should refer to *Retrieving Your Username and/or Resetting Your Password for MyPGCC*, found in both these places:

- RiderwoodLife.com /Continuing Education Committee
- MyErickson.erickson.com/Resident Resources /Continuing Education Committee

The websites listed above also have links to the PGCC SAGE Riderwood course catalog and all instruction packets.

(see reverse side)

The Riderwood Continuing Education Committee (CEC) recommends that residents access the college website through a personal computer or tablet rather than with a mobile phone. PGCC recommends that Windows users use Chrome as their browser. Firefox and Edge also work. Mac users can enroll using Safari.

PGCC's website uses two-factor authentication, which means users need their cell phone or email nearby when logging in.

Residents who encounter problems in the process may call PGCC's Technology Service Desk at 301-546-0637 for technical assistance (Monday – Friday 8:30 a.m. - 4:30 p.m.). Residents needing password assistance after Technology Service Desk hours may call myPGCC Password Assistance at 301-546-0463 (Monday – Friday 4:30 p.m. – 9:00 p.m.).

For students who would like in-person assistance, the CEC provides help. Please see the Riderwood PGCC SAGE Catalog for details. For the Summer 2026 semester, in-person assistance is as follows:

Enrollment & Password Help Session, Monday, July 13 from 10:00 a.m. – 12:00 p.m., TNC Celebrations Room

In-Person Registration Session for Riderwood classes, Monday, July 27, from 9:00 a.m. – 11 a.m., TNC Celebrations Room

If you have questions *before* Registration Day (July 27), please reach out to:

Sydney Siegel

Community Resources Coordinator

301-572-8392

Sydney.Siegel@erickson.com

Office location: Town Center, across from the mailboxes

To register *after* Registration Day (July 27) please contact the SAGE office directly at sage@pgcc.edu or 301-546-0923.

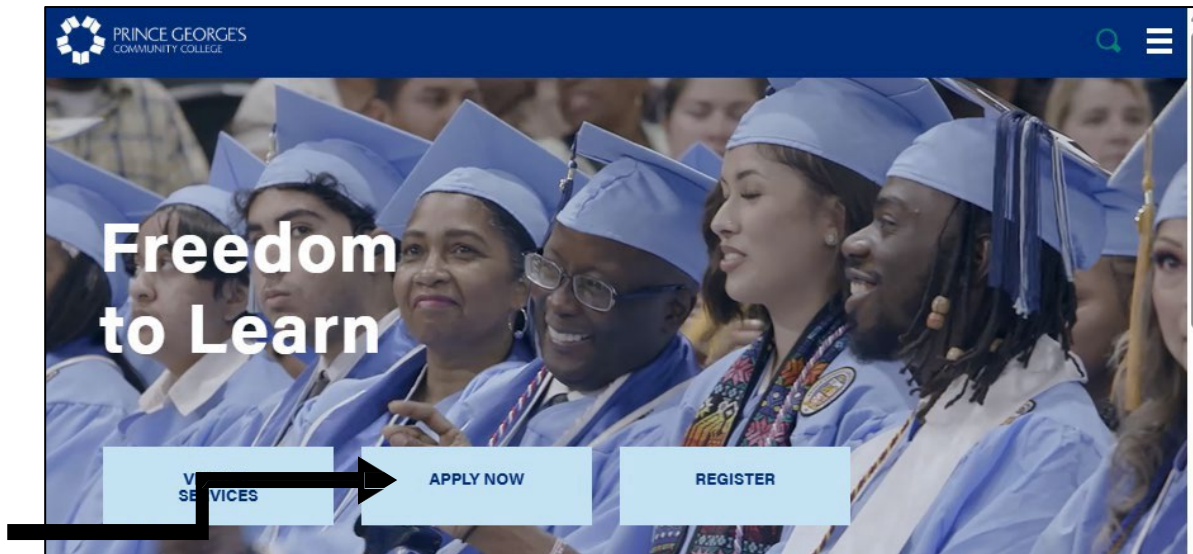
The SAGE team will provide you with the address to mail your check and your student ID number to write in the memo.

Part 1: Enrolling in the PGCC SAGE Program

1. In your computer, in the search field, type www.pgcc.edu or pgcc.edu.



2. Press **Enter**. *The PGCC homepage appears.*



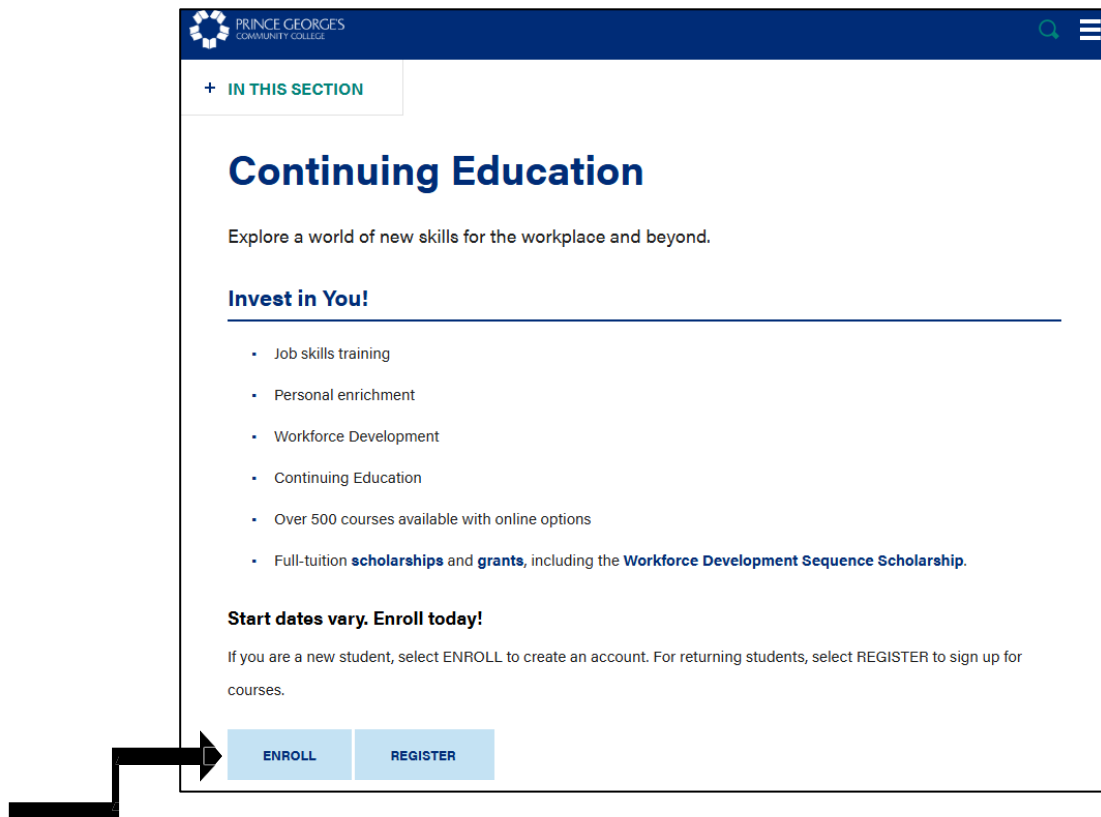
3. The homepage cycles through a variety of background pictures. Regardless of which picture you see, click **Apply Now**. *The Admissions and Registration page appears.*



4. Scroll down far enough to display the Continuing Education at PGCC area.



5. Click on **Explore Continuing Education**. *The Continuing Education page appears.*



6. Scroll down until you see the blue “Enroll” and “Register” buttons.

7. Click **ENROLL**. *The Create Account page appears.*

PRINCE GEORGES
COMMUNITY COLLEGE

SIGN IN CREATE ACCOUNT APPLY ONLINE EVENTS

Create Account

Contact Information
Identity Management Powered by SAFE®

First Name * Middle Name

Last Name * Birth Date

Personal Email Address * Confirm Email Address *

Preferred Phone Type

8. In the fields with a red asterisk [*], “First Name,” “Last Name,” “Personal Email Address,” enter the required information.

Note: Throughout the application, you do not need to enter information in any box that does not have a red asterisk [*].

Note: If a field is auto-filled incorrectly, replace the incorrect information with accurate information.

9. Scroll down. *The Student Type and other additional fields appear.*

Student Type *

CREDIT & DEGREE - Taking undergraduate college credit courses for degree or transfer

WORKFORCE DEV. & CONTINUING ED. (NON-CREDIT) - Courses for personal/professional enrichment

F-1/F-2 INTERNATIONAL - Seeking to attend PGCC on an F1/F2 Visa

DUAL ENROLLMENT - For students seeking credit courses before high school graduation

Account Information

Minimum 6 characters

Password * Confirm Password *

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Create Account

10. From the Student Type drop-down list, click WORKFORCE DEV. & CONTINUING ED. (NON-CREDIT). Courses for personal/professional enrichment.

Student Type *

WORKFORCE DEV. & CONTINUING ED. (NON-CREDIT) - Courses for personal/professional enrichment ▼

When do you anticipate starting at PGCC? *

Fall 2026 ▼

Account Information

Minimum 6 characters

Password *

Confirm Password *

☐ I'm not a robot

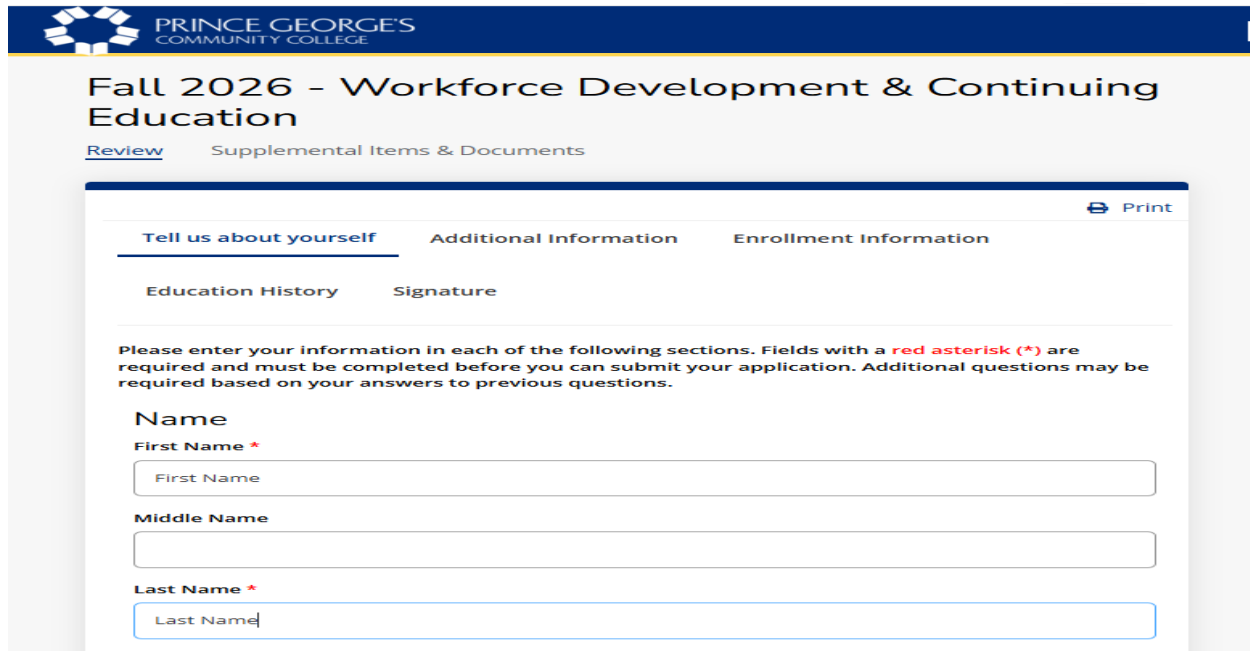
This site is exceeding reCAPTCHA Enterprise free quota.



Create Account

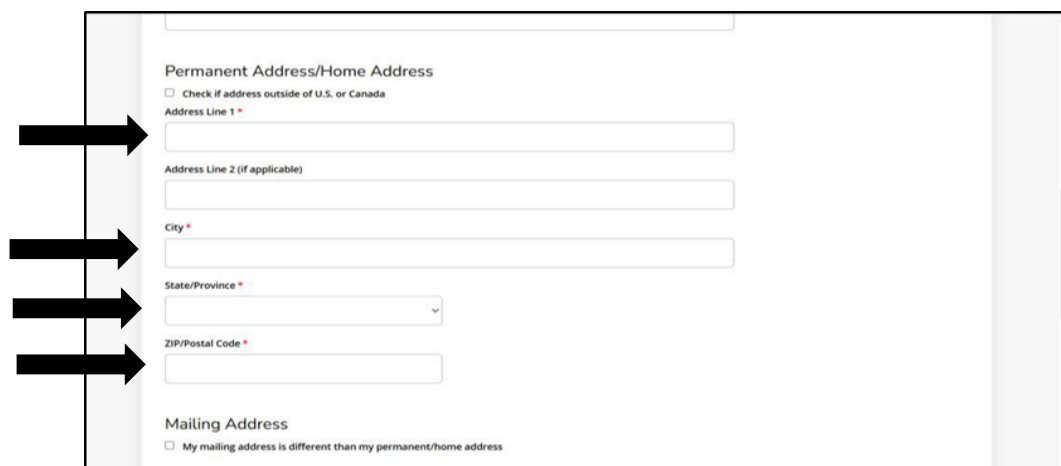
11. From the When do you anticipate starting at PGCC drop-down list, click **Fall 2026**.
12. In the Account Information area, in the Password textbox, enter a password that is at least six characters long.
13. In the Confirm Password textbox, enter the same password you entered in the Password textbox.
Note: This is a temporary password. You will not be asked to enter this password again.
14. Click the I'm not a robot checkbox. *A check appears in the checkbox.*
Note: If you see a pop-up page asking you to choose those portions of an illustration that contain certain elements (palm trees, crosswalks, bicycles, etc.), select the requested elements and then click **Verify**. You might have to perform this step repeatedly.

15. When the Create Account  button turns blue, click it. *The Fall 2026 -Workforce Development & Continuing Education page appears.*



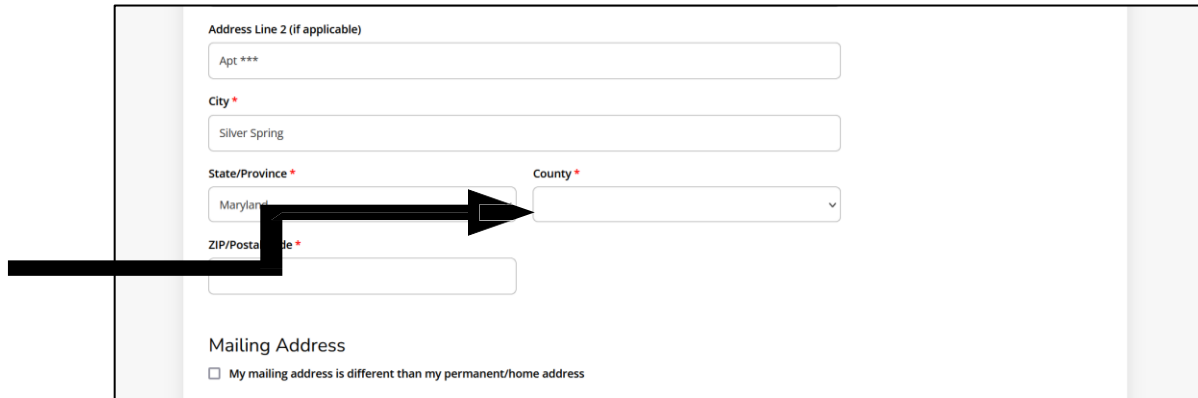
The screenshot shows the Prince Georges Community College website header with the college logo and name. Below the header is the title "Fall 2026 - Workforce Development & Continuing Education" and two links: "Review" and "Supplemental Items & Documents". The main content area has a blue bar with three tabs: "Tell us about yourself", "Additional Information", and "Enrollment Information". Under "Tell us about yourself" are two sub-tabs: "Education History" and "Signature". A message states: "Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may be required based on your answers to previous questions." Below this are three text input fields labeled "First Name *", "Middle Name", and "Last Name *". The "First Name" and "Last Name" fields have a blue border, indicating they are active or required.

16. If necessary, in the boxes with a red asterisk [*]: “First Name,” “Last Name,” enter the required information.
Note: These text boxes might already be filled in from your previous entries.
17. Scroll down to display more boxes and, in the “Address Line 1,” “City,” “State,” and “ZIP” textboxes, continue entering the required information.
Note: In Address Line 1, include your street address, building and apartment number. Ex: 3156 Gracefield Road, GV 123.



The screenshot shows the "Permanent Address/Home Address" section of the application form. It includes a checkbox for "Check if address outside of U.S. or Canada". Below this are four text input fields: "Address Line 1 *", "Address Line 2 (if applicable)", "City *", and "State/Province *". There is also a dropdown menu for "State/Province *". Below these is a "ZIP/Postal Code *" field. At the bottom is a "Mailing Address" section with a checkbox for "My mailing address is different than my permanent/home address". Four black arrows point to the "Address Line 1", "City", "State/Province", and "ZIP/Postal Code" fields, indicating they are required.

Note: When you enter Maryland in the State/Province textbox, the County textbox appears.



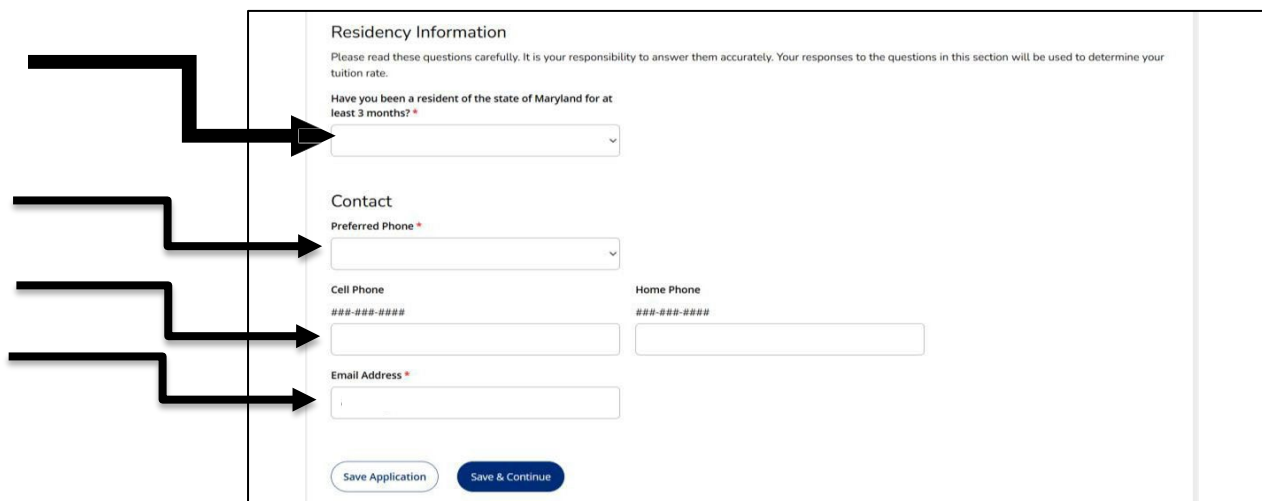
A screenshot of a web form for address entry. The form includes fields for 'Address Line 2 (if applicable)', 'City', 'State/Province', 'County', and 'ZIP/Postal Code'. The 'State/Province' dropdown is set to 'Maryland', and the 'County' dropdown is visible. A black arrow points from the 'State/Province' dropdown to the 'County' dropdown. Another black arrow points from the left side of the form to the 'ZIP/Postal Code' field. Below the address fields is a 'Mailing Address' section with a checkbox labeled 'My mailing address is different than my permanent/home address'.

18. In the County textbox, from the dropdown list, enter Montgomery or Prince Georges, as appropriate.

Note: If you live in Montgomery County, contact Sydney Siegel as soon as possible to let her know you submitted your application. If you do not do this before registration day you will be charged as an out-of-county resident.

19. In the ZIP/Postal Code textbox, enter **20904**.

20. Scroll down to display the Residency Information area.



A screenshot of the 'Residency Information' section of a web form. The section title is 'Residency Information'. Below it is a paragraph: 'Please read these questions carefully. It is your responsibility to answer them accurately. Your responses to the questions in this section will be used to determine your tuition rate.' The first question is 'Have you been a resident of the state of Maryland for at least 3 months?'. Below this question is a dropdown menu. To the right of the dropdown is a checkbox. Below the question is a 'Contact' section with three input fields: 'Preferred Phone', 'Cell Phone', and 'Home Phone'. The 'Cell Phone' and 'Home Phone' fields have a placeholder '###-###-####'. Below the 'Contact' section is an 'Email Address' field. At the bottom of the form are two buttons: 'Save Application' and 'Save & Continue'. Four black arrows point from the left side of the form to the dropdown menu, the 'Preferred Phone' field, the 'Cell Phone' field, and the 'Email Address' field.

21. In the Residency Information area, from the Have you been a resident of the state of Maryland for at least 3 months? dropdown list, click **YES** or **NO**, as appropriate. If you answered YES, a box appears that asks whether you've been a resident of Prince Georges County for at least 3 months.

22. If the box appears, click **YES** or **NO**, as appropriate.

Note: If you have lived in Prince George's county *less* than three months, contact Sydney Siegel as soon as possible to let know you submitted your application. If you do not do this before registration day you will be charged as an out-of-county resident.

23. In the Contact area, from the Preferred Phone dropdown list, click **Cell** if you have a cell phone.

Note: If you choose Home, you will not receive confirmation codes on your cell phone. Instead, you will receive these codes via email.

24. In the Cell phone text box, type your cell phone number, including hyphens, in this format: ###-###-####.

Note: You must include the hyphens in your phone number

25. In the Email Address text box, make sure your email address is filled in correctly.

26. At the bottom of the page, click **Save & Continue**. *The Additional Information page appears.*

The screenshot shows the Prince George's Community College application portal for Fall 2026. The page title is 'Fall 2026 - Workforce Development & Continuing Education'. Below the title are links for 'Review' and 'Supplemental Items & Documents'. The main content area has three tabs: 'Tell us about yourself', 'Additional Information' (which is selected), and 'Enrollment Information'. Under the 'Additional Information' tab, there are two sub-sections: 'Education History' and 'Signature'. A message states: 'Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may be required based on your answers to previous questions.' The 'Demographics' section is visible, with a dropdown for 'Sex / Gender' and a text box for 'Date of Birth *' with the format '(mm/dd/yyyy)'. A red arrow points to the 'Date of Birth' field.

27. In the Date of Birth textbox, enter your date of birth in this format: mm/dd/yyyy.

Note: You do not need to enter any other information on this page.

28. Scroll down to the bottom of the page, then click **Save & Continue**.
The Enrollment Information page appears.

The screenshot shows the Prince George's Community College website header with the college logo and name. Below the header, the page title is "Fall 2026 - Workforce Development & Continuing Education". There are two links: "Review" and "Supplemental Items & Documents". A "Print" button is located in the top right corner of the form area. The form has three tabs: "Tell us about yourself", "Additional Information", and "Enrollment Information", with the third tab being the active one. Below the tabs are two sub-sections: "Education History" and "Signature". A paragraph of instructions states: "Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may be required based on your answers to previous questions." The "Academic Plans" section contains three questions, each with a dropdown menu or radio buttons. The first question is "When do you anticipate starting at PGCC? *" with a dropdown menu showing "Fall 2026". The second question is "Your intended program of study or course(s) *" with a dropdown menu showing "Workforce Development & Continuing Education". The third question is "Are you seeking a license or certification? *" with radio buttons for "Yes" and "No", where "No" is selected.

PRINCE GEORGE'S
COMMUNITY COLLEGE

Fall 2026 - Workforce Development & Continuing Education

[Review](#) [Supplemental Items & Documents](#)

[Print](#)

[Tell us about yourself](#) [Additional Information](#) [Enrollment Information](#)

[Education History](#) [Signature](#)

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may be required based on your answers to previous questions.

Academic Plans

When do you anticipate starting at PGCC? *

Fall 2026

Your intended program of study or course(s) *

Workforce Development & Continuing Education

Are you seeking a license or certification? *

☐ Yes ☒ No

29. Confirm that Fall 2026 appears in the When do you anticipate starting at PGCC field.
30. Confirm that Workforce Development & Continuing Education appears in the Your intended program of study or course(s) field.
Note: If Workforce Development & Continuing Education is not displayed in this field, click the dropdown list to enter it.
31. Confirm the answer to “Are you seeking a license or certification?” is marked “No”.
32. Scroll down the page and click **Save and Continue**. *The Education History page appears. You do not need to enter any information on this page.*

PRINCE GEORGE'S
COMMUNITY COLLEGE

Fall 2026 - Workforce Development & Continuing Education

[Review](#) [Supplemental Items & Documents](#)

[Print](#)

[Tell us about yourself](#) [Additional Information](#) [Enrollment Information](#)

[Education History](#) [Signature](#)

Please enter your information in each of the following sections. Fields with a **red asterisk (*)** are required and must be completed before you can submit your application. Additional questions may be required based on your answers to previous questions.

High School Diploma

Do you have a high school diploma?

33. Scroll down to the bottom of the page and click **Save & Continue**.
The Signature page appears.

The screenshot shows the Prince George's Community College logo at the top left. The page title is "Fall 2026 - Workforce Development & Continuing Education". Below the title are links for "Review" and "Supplemental Items & Documents". A "Print" button is in the top right. The navigation bar includes "Tell us about yourself", "Additional Information", "Enrollment Information", "Education History", and "Signature" (which is underlined). A paragraph states: "Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may be required based on your answers to previous questions." Below this is the "Nondiscrimination Statement" section, which contains a light blue box with the college's policy on equal opportunity and a list of reporting forms: "Title IX (Sexual Misconduct) Reporting Form" and "Discrimination other than Sexual Misconduct Incident Reporting Form".

34. Scroll down to the bottom of the page. *The Certification area appears.*

The screenshot shows the "Certification" section. It begins with the instruction "Please affirm the following before you submit your application." followed by two checkboxes, both labeled "Do you certify the following? *". The first checkbox is followed by the text "I understand that once my application has been submitted it may NOT be altered in any way." The second checkbox is followed by the text "I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false." Below this is a paragraph explaining the electronic signature process: "The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature." A red text prompt says "Please check your email for important information after you submit your application". There are two input fields: "Signature *" and "Signature Date *". The "Signature Date *" field contains the text "12/22/2025". At the bottom are four buttons: "Previous Page", "Save Application", "Preview Before Submission", and "Submit Application". On the left side of the screenshot, there are three black arrows pointing to the first checkbox, the second checkbox, and the "Signature *" input field.

35. In the Certification area, click the two checkboxes certifying that your application is true.

36. In the Signature textbox, type your name.

37. In the Signature Date textbox, if necessary, type today's date.

36. Optional recommendation: To review your entries and to edit errors, click **Preview Before Submission.** [Preview Before Submission](#)

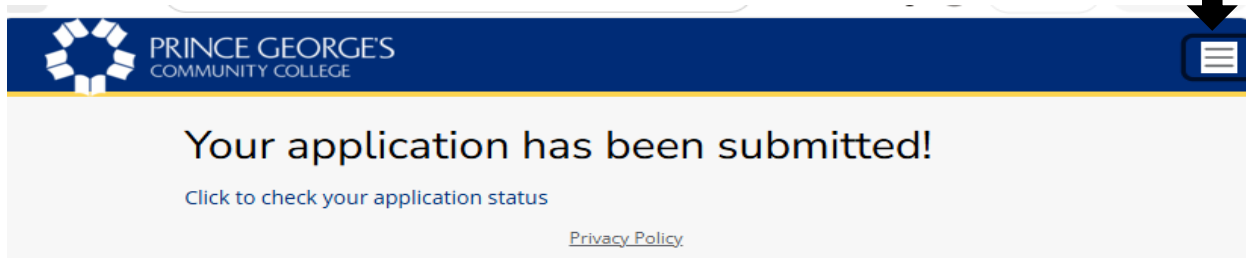
See “Part 2: “Reviewing Entries and Editing Errors,” on page 15 to edit errors before then returning to the Signature page on the website.

37. When you are satisfied with all data, at the bottom of the page, click **Submit**

Application.

[Submit Application](#)

A new screen appears to confirm: Your application has been submitted!



38. Close the “application has been submitted” screen by clicking on the top right corner. The dropdown will expand to additional choices. Click on your name. The dropdown will expand again giving you additional choices. Click Sign Out. Now you should Close all other open pgcc.edu screens.

At this time, you are enrolled in the PGCC SAGE program. If you plan to register and pay for courses **via check** by one of the two options below,

- attending the in-person Registration Day session on July 27 in the TNC Celebrations Room from 9:00 am – 11:00 am

If you have questions *before* Registration Day (July 27), please reach out to:

Sydney Siegel

Community Resources Coordinator

301-572-8392

Sydney.Siegel@erickson.com

Office location: Town Center, across from the mailboxes

To register *after* Registration Day (July 27) please contact the SAGE office directly at sage@pgcc.edu or 301-546-0923. The SAGE team will provide you with the address to mail your check and your student ID number to write in the memo.

If you plan to pay via **credit card** and register online, continue with Part 3: Accessing the MyPGCC Portal on page 16 to create your MyPGCC account.

Part 2: Reviewing Entries and Editing Errors

Before submitting your application, you can review it. If you notice an error, you need to return to the page or pages where the error(s) occurred to make your corrections. Then you return to the Signature page to submit your application. The Certification area of the Signature page gives you access to your data.

Certification

Please affirm the following before you submit your application.

☐ Do you certify the following? *

I understand that once my application has been submitted it may NOT be altered in any way.

☐ Do you certify the following? *

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Please check your email for important information after you submit your application

Signature *

Signature Date *

[Previous Page](#) [Save Application](#) [Review Before Submission](#) [Submit Application](#)

1. At the bottom of the Signature page, in the Certification area, click **Preview Before Submission**. *The Review page appears*

PRINCE GEORGE'S COMMUNITY COLLEGE MY ACCOUNT APPLICATION DEADLINES APPLY ONLINE EVENTS

Fall 2026 – Workforce Development & Continuing Education

[Review](#) [Supplemental Items & Documents](#)

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may be required based on your answers to previous questions.

Name

First Name *
Beverly
Misspelled first name

Last Name *
Last name

Other Name(s)

Permanent Address/Home Address

Check if address outside of U.S. or Canada
No

Address Line 1 *
3148 Gracefield Road, CL T07

Address Line 2 (if applicable)

City *
Silver Spring

State/Province *
Maryland

County *
Prince George's

ZIP/Postal Code *
20904

2. Scroll through the Review pages, checking for errors.

Do you certify the following? *

I understand that once my application has been submitted it may NOT be altered in any way.

Yes

Do you certify the following? *

I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Yes

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Please check your email for important information after you submit your application

Signature *

Louis James
First Name Last Name

Signature Date *

6/27/2025

[Edit Application](#) [Submit Application](#)

3. If you find an error, at the bottom of the last Review page, click **Edit Application**. *The Signature page reappears.*

PRINCE GEORGE'S COMMUNITY COLLEGE MY ACCOUNT APPLICATION DEADLINES APPLY ONLINE EVENTS

Fall 2026 – Workforce Development & Continuing Education

[Review](#) [Supplemental Items & Documents](#)

[Tell us about yourself](#) [Additional Information](#) [Enrollment Information](#) [Education History](#) [Signature](#)

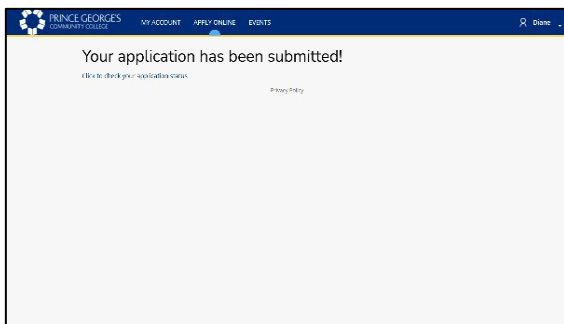
Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may be required based on your answers to previous questions.

Nondiscrimination Statement

Prince George's Community College is committed to a policy of equal opportunity for all persons. To that end, no person on the grounds of actual or perceived sex, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation, gender identity or expression, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the College in its admission policies and practices or any other policies or practices including employment, the provision of services, financial aid and additional benefits, the use of any building or facility, structure, room space, materials, equipment, and property. This policy is consistent with Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Educational Amendments; Section 504 of the 1973 Rehabilitation Act, as amended; Title II of the Americans with Disabilities Act and other applicable laws and regulations. A student who believes oneself or any specific class of individuals to be subjected to prohibited discrimination may submit the following incident report or complaint form:

- Title IX (Sexual Misconduct) Reporting Form, call the Title IX Coordinator, Shaundricka Ranel, located in Kent Hall, room 133 (Largo campus), at 301-546-7011, or email TitleIX@gccc.edu;
- Discrimination other than Sexual Misconduct Incident Reporting Form

4. Near the top of the page, click the heading where you think the inaccurate data is. *The page you selected appears.*
5. If the page does not contain the error, click other headings as often as necessary to display the inaccurate data.
6. In the textbox with the error, enter the correction.
7. Repeat these steps as often as necessary to correct all inaccurate data.
8. When you are satisfied with all data, at the bottom of the page, click **Submit Application**. *A new screen appears to confirm: Your application has been submitted!*
9. See Step 37 on page 13 to complete the enrollment process.



Part 3: Accessing the MyPGCC Portal

PGCC will send you 2 emails, which can arrive within minutes or might take 24 hours or more to appear. If you do not receive an email within 24 hours, please call the PGCC IT Help Desk at 301-546-0637. Tell the staff that you enrolled online and have not received an email with your username and temporary password. Ask whether they can provide that information to you if you give them your name and date of birth.

The first email will be from Admissions with a Welcome to Prince George's Community College message. If the message indicates that you need to provide proof of address, you can ignore that step.

From: Admissions <admissions@pgcc.edu>
To: Student Name <Student email address>
Subject: Student Name , Welcome to Prince George's Community College! CRM:00017791
Date: Mon, 6 Apr 2026 18:29:12 +0000

Dear Student Name ,

Thank you for creating your PGCC Admissions account. Your admissions account can be used to submit your college application and to register for admissions events.

If you have any questions about becoming a PGCC student, please contact the Office of Recruitment and Admissions at admissions@pgcc.edu or 301-546-0864. More information can be found at www.pgcc.edu/enrollmentsteps.

Sincerely,

Office of Recruitment and Admissions Team

The second email message you receive will be the Most Important. It contains your username and instructions telling you how to create your temporary password. You need this information to complete your enrollment. The following images show a sample email message with a username and directions for creating a valid password.

The image shows a sample email message from Prince George's Community College. At the top, there is a blue banner with the text "Greetings ! Your Username is !". Below this, the text reads "Congratulations and Welcome to Prince George's Community College! Activate your account today!". The email then states "Your login account has been created! Please follow the 'Account Activation' instructions below to login and change your temporary password." and includes a note: "Note: You will be prompted to change your temporary password on first login." The instructions are numbered 1 and 2. Instruction 1 says "1. Username: !". Instruction 2 says "2. Temporary password:" and lists the formula for the temporary password: "Your temporary password is your First Name Initial (Uppercase) + Last Name Initial (lowercase) + 8 Digit DOB (mmdyyy)". An example is provided: "Example: John Smith DOB 02/10/1986 - Enter Js02101986 for your temporary password." A final bullet point states: "You will be prompted to create your permanent password (your temporary password will automatically expire once you create your permanent password)."

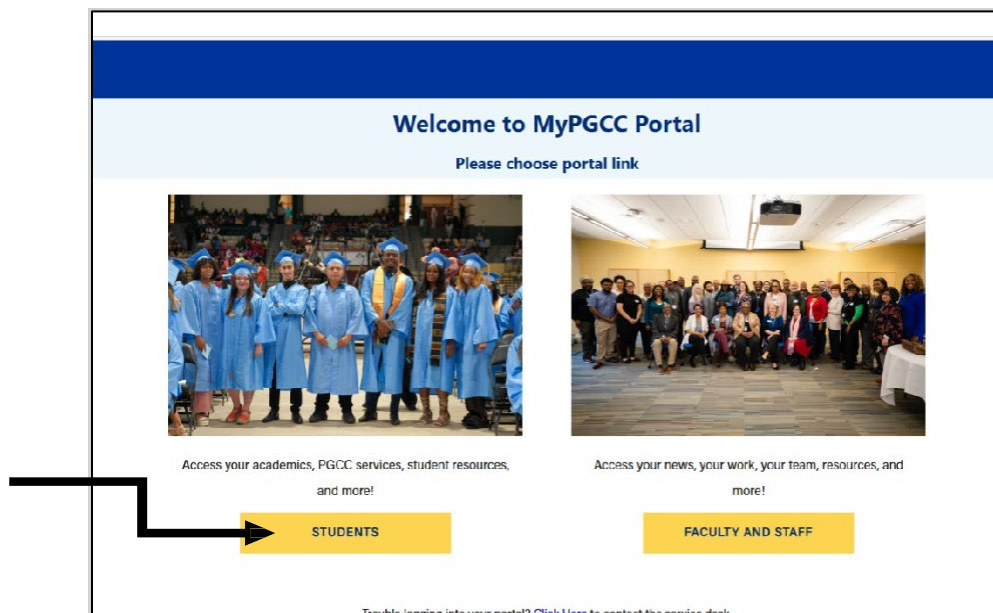
Make a note of your PGCC username and temporary password. You need this information to finish setting up your MyPGCC account. Your username does not change at any time, and you will need it whenever you register for classes online. Your Welcome email also contains additional information on how to activate your account. Follow the instructions for Workforce Development and Continuing Education Students.

1. In your computer, in the search field, type **my.pgcc.edu**.

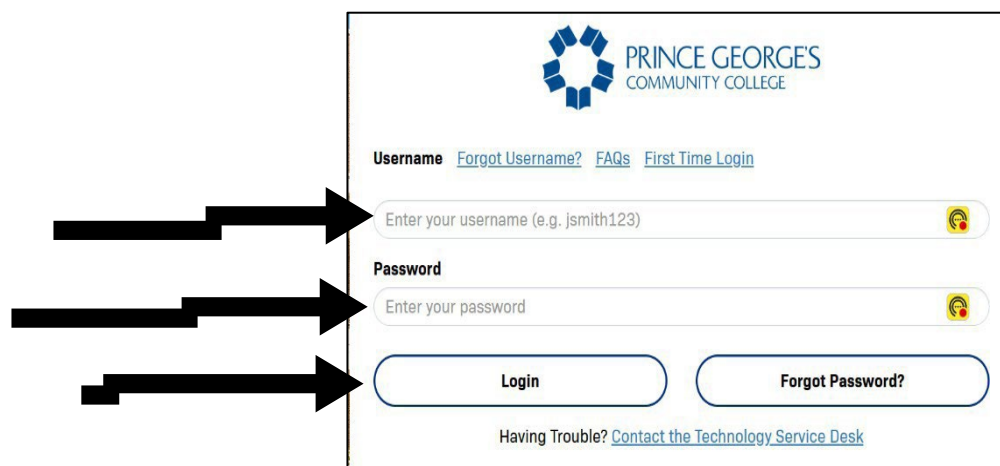
Note: Make sure to type *my.pgcc* and not *www.pgcc*.



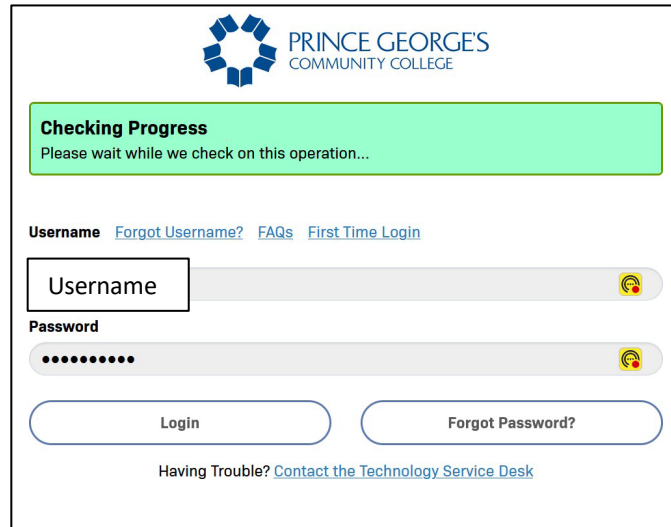
2. Press **Enter**. *The MyPGCC portal appears.*



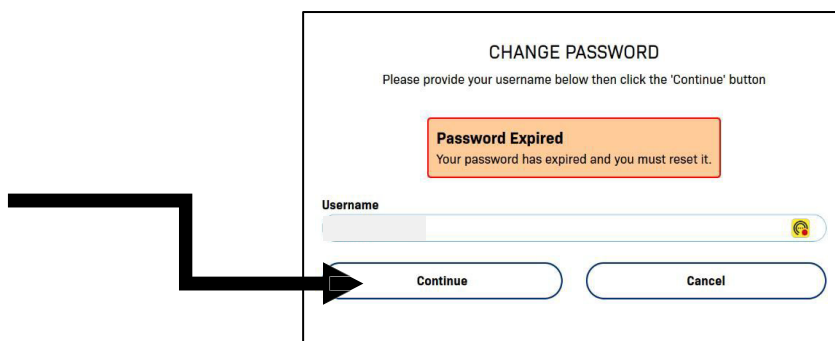
3. Click **Students**. *The PGCC Login dialog box appears.*



4. In the Username textbox, type your username (all lowercase).
5. In the Password textbox, type your temporary password (uppercase first name initial, lowercase last name initial, eight-digit date of birth in the format mmddyyyy).
6. Click **Login**. *The Checking Progress dialog box might appear.*



7. Click **Login**. *The Password Expired dialog box appears.*
8. Click **Continue**. *The Password Complexity Rules dialog box appears.*

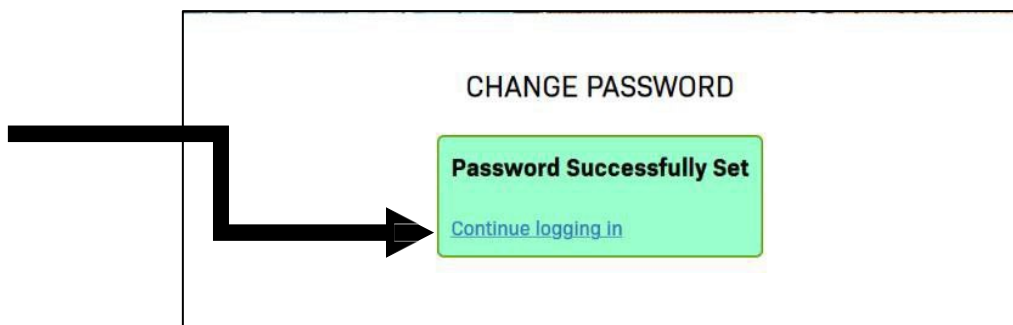


9. In the New Password textbox, type a password that is at least eight characters long and follows the password complexity rules, as shown.

The screenshot shows a 'CHANGE PASSWORD' form. At the top, it says 'CHANGE PASSWORD' and 'Please provide your new password, confirm it then click the 'Continue' button'. Below this is a green-bordered box titled 'Password Complexity Rules' which lists the following rules: 'Your new password must satisfy the following rules:', 'At least 8 characters long', 'Not contain any parts of your name', 'Contain characters from 3 of the following categories: 1. Uppercase characters (A - Z), 2. Lowercase characters (a - z), 3. Base 10 digits (0 - 9), 4. Non-alphanumeric (e.g. !, \$, @)', and 'Not contain the < char OR &#'. Below the rules box are three input fields: 'Username', 'New Password', and 'Confirm Password'. To the left of the 'New Password' and 'Confirm Password' fields are three thick black arrows pointing to them. At the bottom of the form are two buttons: 'Continue' and 'Cancel'. A thick black arrow points to the 'Continue' button.

10. In the Confirm Password textbox, type your password again.
Note: Keep your username and new password where you will remember it.
You will need these when you register for classes online.

11. Click **Continue**. *The Password Successfully Set dialog box appears confirming that your password was accepted.*



12. Click **Continue logging in**. *The Two-Factor Enrollment Options dialog box appears with Phone selected.*

TWO-FACTOR ENROLLMENT OPTIONS

You must enroll **1 of the 3** methods shown below. These will be used to prove your identity in a more secure fashion. Please choose an option to enroll then click Continue.

Username

Username

☒ Phone
☐ Email
☐ Mobile Authenticator

Continue

Cancel

Note: The CEC recommends using your cell phone. If you must receive the authentication by email, click the **Email** option button, and follow the next steps, keeping in mind the one-time passcode will be sent to your email.

13. Click **Continue**. The Phone (or Email) Enrollment dialog box appears.

PHONE ENROLLMENT

You must login using One Time Passcodes (OTP) sent to your mobile phone.

Please enter your current password and mobile phone number to enroll. A test OTP will be sent immediately for confirmation.

Username

Username

Password

.....

Country

United States

Mobile Phone Number

Continue

Cancel

14. In the Mobile Phone Number textbox, enter your phone number in this format: ###-###-####.

Or

In the Email textbox, if necessary, enter your email address.

15. Click **Continue**. The Multi-Factor Login Required dialog box appears.



MULTI-FACTOR LOGIN REQUIRED

A One Time Passcode (OTP) will be delivered as a text/SMS to:
xxx-xxx-1888

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.

Username

Username

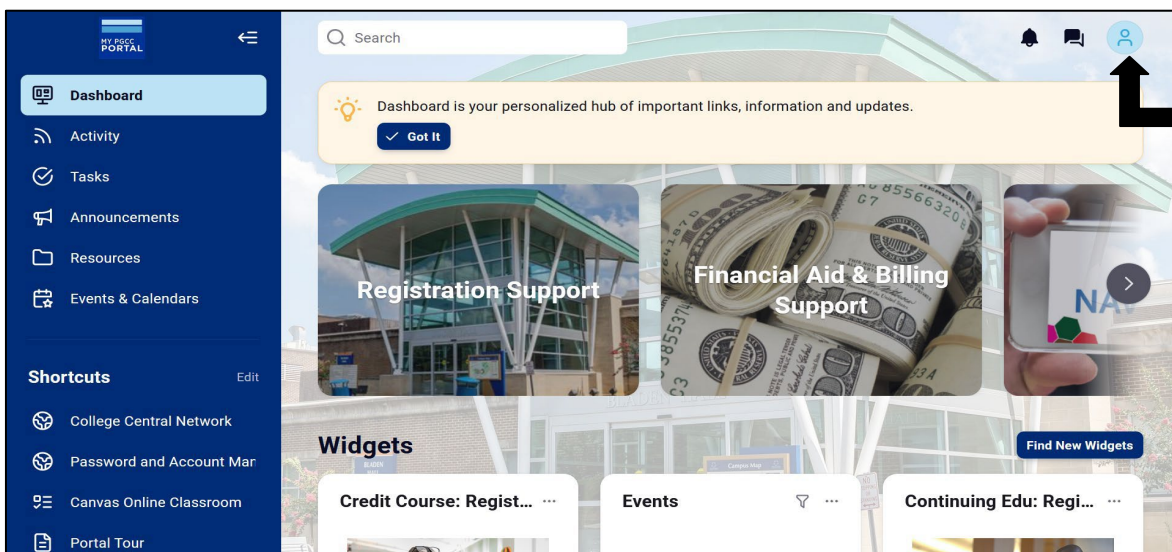
2nd Factor / One Time Passcode

[Choose a different authentication method.](#)

Login

Cancel

16. In your cell phone text message app or in your email, open the PGCC message and retrieve your one-time passcode.
17. On the Multi-Factor Login Required dialog box, type the one time passcode in the 2nd Factor/One Time Passcode textbox.
18. Click **Login**. *The Dashboard page appears. A New User tutorial may start to play demonstrating how to navigate in the Mypgcc.edu site. You can watch or click to stop following the demo.*



19. In the upper right corner, Click the Face icon, the icon will show “User Options”. From the dropdown menu click “View Profile”. Make a note of your ID number for your records.

20. In the upper right corner, Click the Face icon and select Log Out from the dropdown menu. The MyPGCC portal is closed. Close any other open PGCC windows.

You are enrolled in PGCC and have finished setting up your MyPGCC account. You can sign up online for Riderwood courses and pay via credit card online once registration opens on July 27, 2026.

When you login to register for classes, you might be prompted to update your password (passwords must be renewed every three months). You can update your password in advance of registration by following the instructions in “Retrieving Your Username and/or Updating Your Password for MyPGCC.”

Part 4:

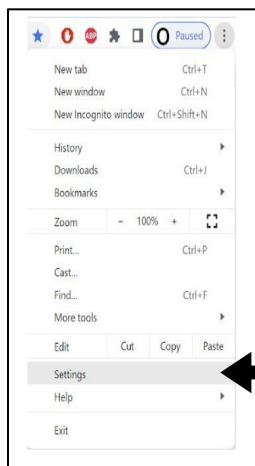
Deleting Your Personal Information from a Public Computer:

Recommended: If you are using a public computer, such as a computer in the Media Center, remove your personal information from the computer before leaving the computer. In Chrome, the top of the browser window looks like the first image below.

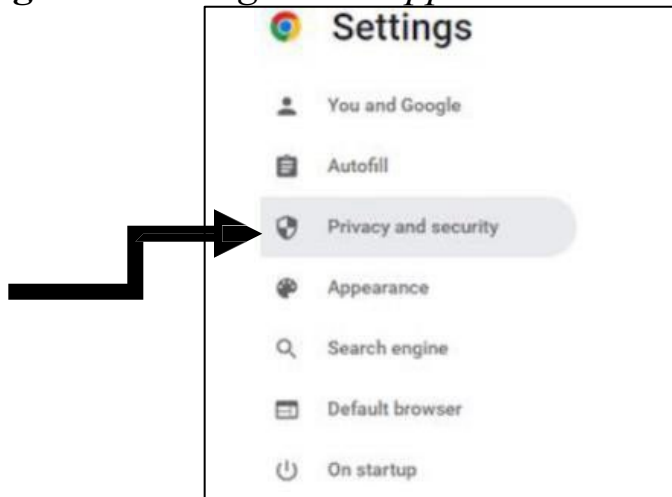
1. Near the browser’s top right corner, click the  icon.



A pop-up menu appears.



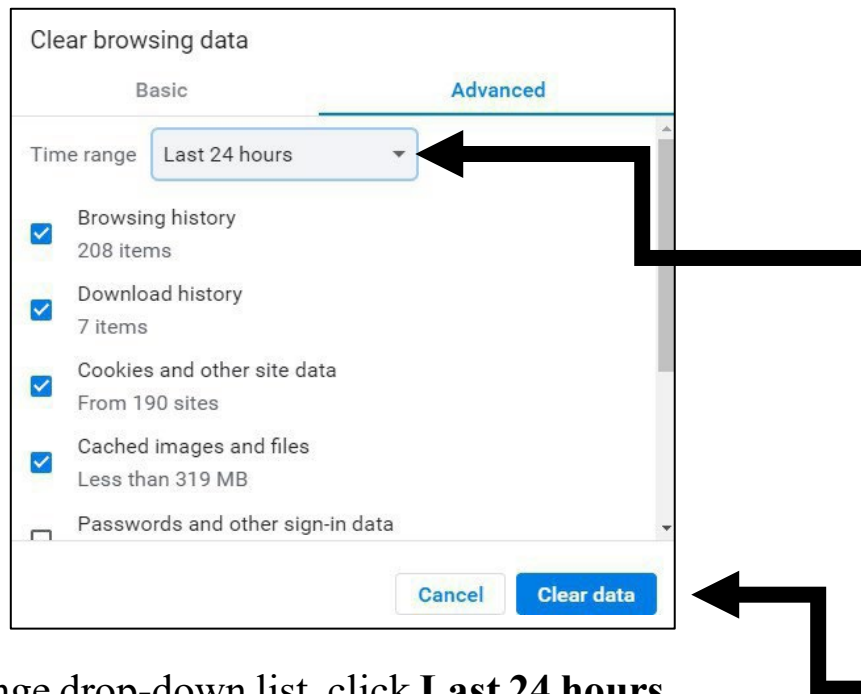
2. Click **Settings**. *The Settings menu appears.*



3. Click **Privacy and security**. *The Privacy and Security area appears.*



4. To the right of Clear browsing data, click the arrow. *The Clear browsing data check list appears.*



5. From the Time range drop-down list, click **Last 24 hours**.

6. Click **Clear data**. *Your personal data is removed from the public computer.*