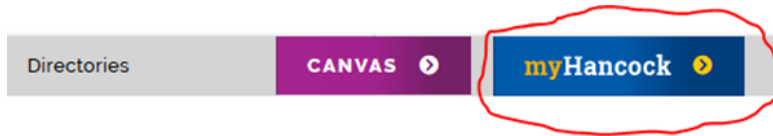


How to Guide – Logging into myHancock for the FIRST TIME.

Step 1: Open your web browser and navigate to the Allan Hancock College website.
<https://www.hancockcollege.edu/>

Step 2: Click the **myHancock** icon in the top right-hand corner of the page.



Before you can log in to myHancock you must set up your password. Pick a password you will remember.

Step 3: Scroll past the 'Username' and 'Password' fields and click on the gold button labeled: '**New Hancock College Users.**'

First time logging in? Set your password with the gold button:

New Hancock College Users

Step 4: Type in the username that was included in the email message welcoming you to AHC. That email was sent to the email address you used to enroll in the college.

Step 5: Type in a new password, following these directions:

- Password cannot include your name
- Password must be between 7 and 40 characters
- Password must contain an uppercase letter.
- Password must contain a lowercase letter.
- Password must contain a number.

If you successfully set up your **myHancock password**, you should be able to log in to **myHancock**, access your school email, and manage your classes. Great Job!