

# How to Look Up Your Username and Password



In order to look up your username or password, you will need to go to the Schenectady County Community College home page (<https://sunysccc.edu/>). You will need to scroll down and select the “**Records and Registration**” tab at the bottom of the page. Next click on the “proceed to **Records and Registration**” button.

Once on the user log in screen, you will need to enter your 9 digit SCCC ID Number and PIN

What if you forgot your PIN? You have 6 simple steps.

1. Enter your S-C-C-C ID number – it is 9 digits and usually starts with 900.
2. Click on the “**Forgot Pin**” button
3. Answer your security question
  - a. If you get a message stating “your security question is not set up” you will need to contact the registration office to reset your PIN
  - b. You can contact their office at 518-381-1349 or using the on-campus number with extension 1148
  - c. It is important to ***note that three failed log-in attempts will lock your account***
    - i. To unlock your account, you can contact the friendly folks at the registration office to reset your PIN
4. Provided all goes well and you have your security question, click on the “**Submit Answer**” Button
5. Type your new PIN and re-enter it.
6. Hit “**reset pin**”.

Once you have entered your ID number and PIN, you will be brought to the Welcome Screen. Look for the link that mentions “User Log in for DegreeWorks, MySCCC Portal, Email, Blackboard AND Network.

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*You should also not that your username and password information will not be available until 48 business hours after your initial registration.*

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Your username and password will appear. Be sure to print them out or write them down in a secure place. Also, the password is **case sensitive** – so **capitals matter**.

When you have finished, return to the main menu and click Exit (in the far right corner to sign-off screen.)

Now that you have your username and password, you can use them to log into the community portal (MySCCC). There you will find your college email, access to online course materials in Blackboard, and your Degree Works Audit. With your username and password, you are ready to learn.



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Have a smartphone? You can watch a video demonstration at the following address (using the QR Code makes it easier):



<https://www.youtube.com/embed/GgDmvBkKubs>

