

Account Claim Instructions and Login Instructions for New Hires

- **Most recent update:** 10/14/2025
- **Who this guide is for:** New Employees

This guide will walk you through the necessary steps in order to claim your MyPCC account, set up your single sign-on login credentials, and login to PCC's systems including MyPCC and Workday. Setting up your account will allow you to login to any PCC workstation, MyPCC, Workday, and other PCC systems.

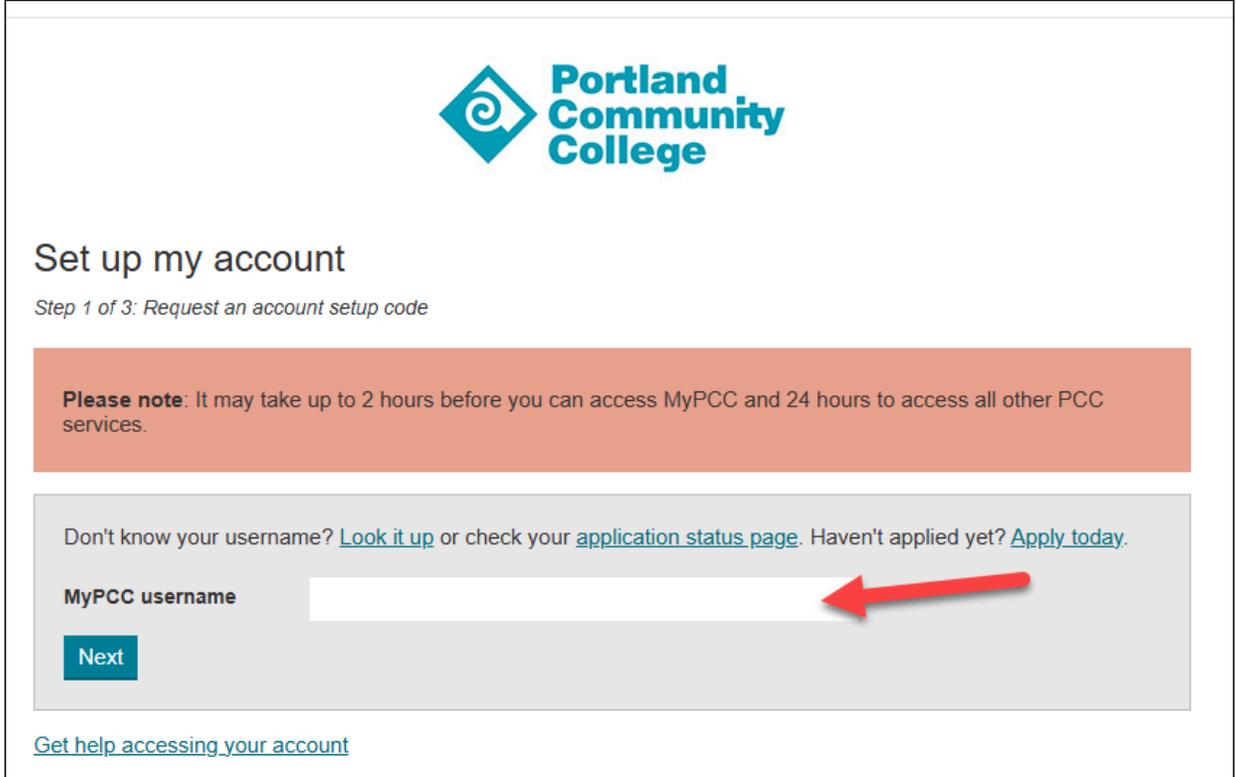
In this guide:

- [Claim Your MyPCC Account / Create Your Single Sign-On Credentials](#)
- [Login to a PCC-Issued Machine](#)
- [Login to MyPCC](#)
- [Login to Your PCC Email](#)
- [Login to Workday](#)

Claim Your MyPCC Account / Create Your Single Sign-On Credentials

1. Visit <https://www.pcc.edu/setup>.
2. Enter your **MyPCC Username** and press **Next**

Don't know what your MyPCC Username is? Call PCC's IT Service Desk at 971-722-4400 to retrieve it.





Set up my account

Step 1 of 3: Request an account setup code

Please note: It may take up to 2 hours before you can access MyPCC and 24 hours to access all other PCC services.

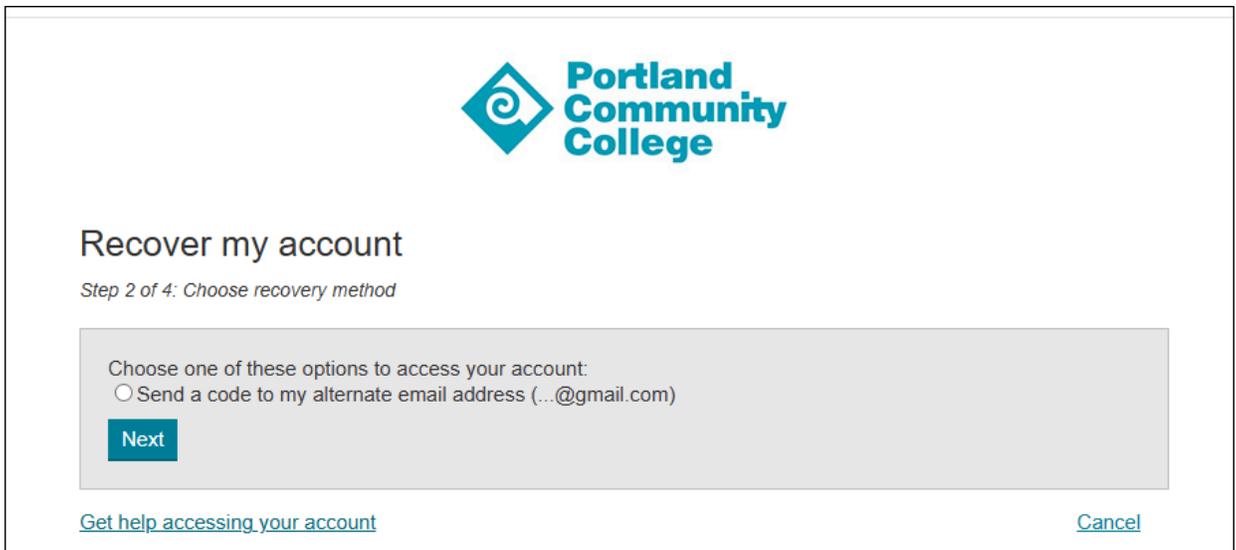
Don't know your username? [Look it up](#) or check your [application status page](#). Haven't applied yet? [Apply today](#).

MyPCC username

[Next](#)

[Get help accessing your account](#)

3. Next, you will either see
 - a. A Recover my account message:





Recover my account

Step 2 of 4: Choose recovery method

Choose one of these options to access your account:

Send a code to my alternate email address (...@gmail.com)

[Next](#)

[Get help accessing your account](#) [Cancel](#)

- b. or a message that says, You cannot recover your account using this address.

- You will see this message if PCC has no record of your personal email address. If you see this message, give IT Service Desk a call at 971-722-4400 and provide your personal email address (also called a Recovery email address or Alternate email address).
 - Once Service Desk IT has entered your personal email address into PCC's system, return to [Step 1](#)
4. Select the **Send a code to my alternate email address** radio button and press **Next**
 5. An automated email containing an account recovery code will be sent to your Personal email address. Locate the recovery code
 6. In the email, click the link and enter the recovery code in Step 3, **Account Recovery Code**, and press **Next**



Recover my account

Step 3 of 4: Enter recovery code

We sent an account recovery code to your email. Check your email to continue recovering your account. If you don't receive the email, please check your spam or junk folder. If you need further assistance, please contact the PCC IT Service Desk at 971-722-4400.

Account recovery code

[Next](#)

[Get help accessing your account](#) [Cancel](#)

7. Create your new Password in Step 4. Be sure to follow the required password cr
- 8.
9. iteria when creating your new password. Your password must have:
 - a. 10 or more characters
 - b. Lowercase letters (a-z)
 - c. Uppercase letters (A-Z)
 - d. Numbers or Special Characters (5, !, %, @, etc.)
 - e. Do not use any part of your MyPCC username
10. Then confirm your new password by reentering it in the **Confirm new password** field



Recover my account

Step 4 of 4: Set new password

New password

Your password must have:

- 10 or more characters
- Lowercase letters (a-z)
- Uppercase letters (A-Z)
- Numbers or special characters (5, !, %, @, etc.)
- Do not use any part of your MyPCC username

Confirm new password

Must match new password

[Get help accessing your account](#) [Cancel](#)

11. Press **Submit**

12. You should receive a Success message and a link to sign into MyPCC using your newly setup single sign-on credentials

Recover my account

Success! You can now use MyPCC and other PCC services. [Sign in to MyPCC »](#)

After you set up your MyPCC account, your login to PCC workstations may take a few hours up to overnight to be ready. You will log in using the same username and password you created.

Login to a PCC-Issued Machine

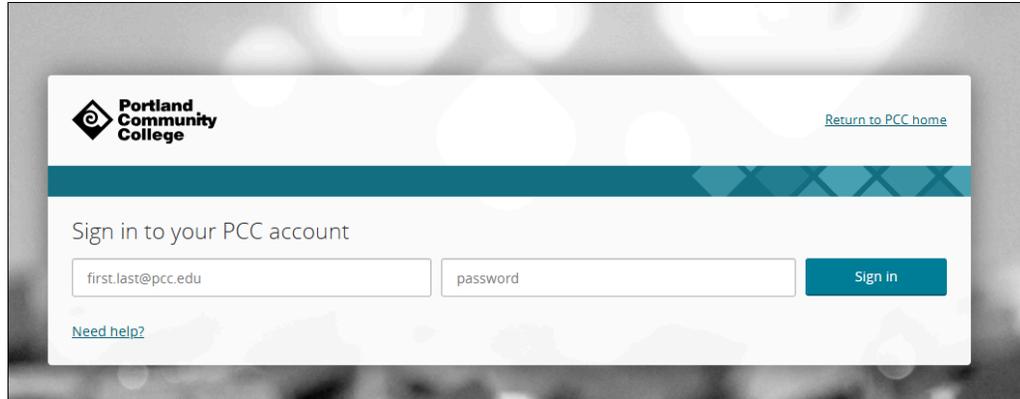
To login to a PCC-issued machine, you will need to have [claimed your account and set up your single sign-on login credentials](#).

1. On any PCC-issued machine, in the left-hand corner, select the Other User profile
2. Enter your MyPCC Username in the Username field, and your Password in the Password field

Login to MyPCC

To login to MyPCC, you will need to have [claimed your account and set up your single sign-on login credentials](#).

1. Visit my.pcc.edu
2. Use your single sign-on credentials to login. You may need to use your entire PCC email address as your MyPCC Username

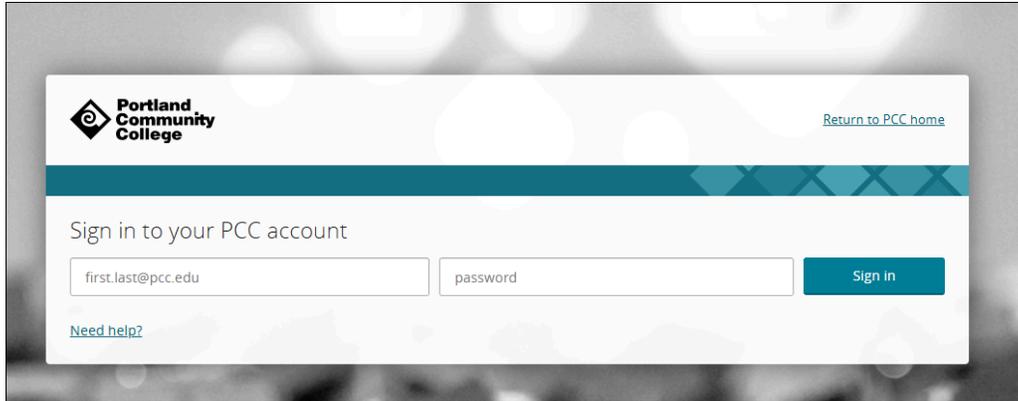


The screenshot shows the login interface for MyPCC. At the top left is the Portland Community College logo. To the right is a link that says "Return to PCC home". Below this is a white box with a teal header that says "Sign in to your PCC account". Inside the box, there are two input fields: the first is labeled "first.last@pcc.edu" and the second is labeled "password". To the right of the password field is a teal "Sign in" button. Below the input fields is a link that says "Need help?".

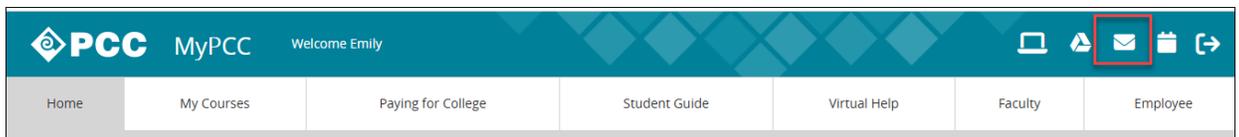
Login to Your PCC Email

To login to your PCC email, you will need to have [claimed your account and set up your single sign-on login credentials](#).

1. Visit my.pcc.edu
2. Login to MyPCC. You may need to use your entire PCC email address as your MyPCC Username

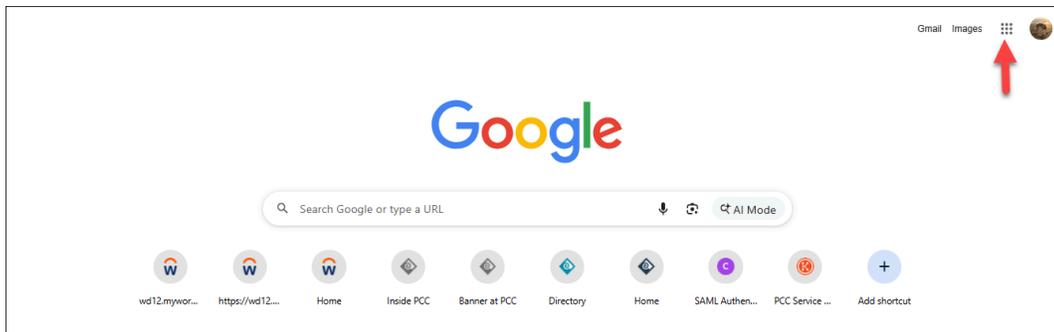


3. Once logged in, navigate to the icons in the top right-hand corner. Pressing the envelope icon will open your PCC Gmail account.

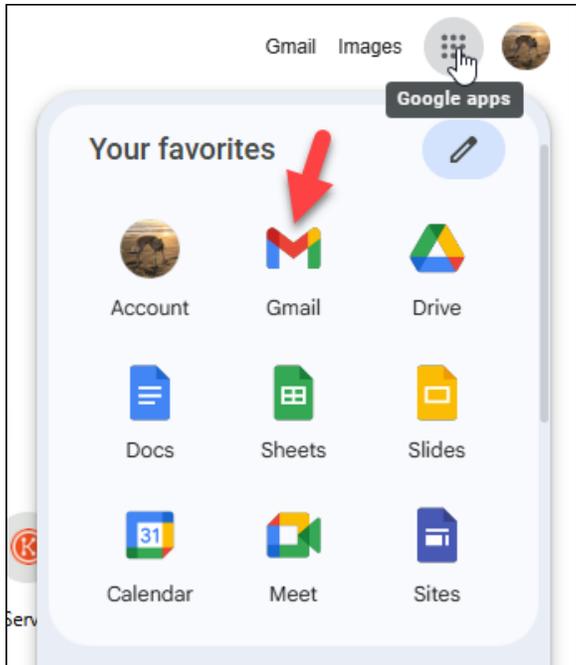


Alternatively,

1. Visit any Google app to access the Google app menu (the square of blocks in the top right-hand corner)



2. Click on the Google app menu
3. Select Gmail

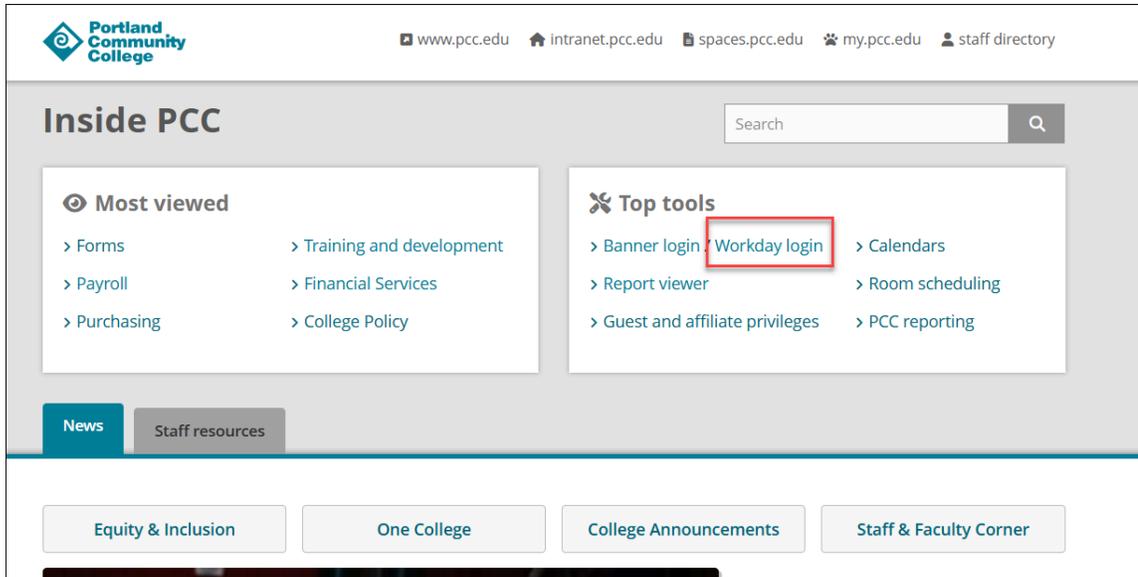


For additional information, resources, etc on Google apps, visit IT Service Desk's [Google at PCC website](#).

Login to Workday

To login to Workday, you will need to have [claimed your account and set up your single sign-on login credentials](#).

1. Visit Inside PCC at Intranet.pcc.edu
2. Select **Workday login** under Top Tools

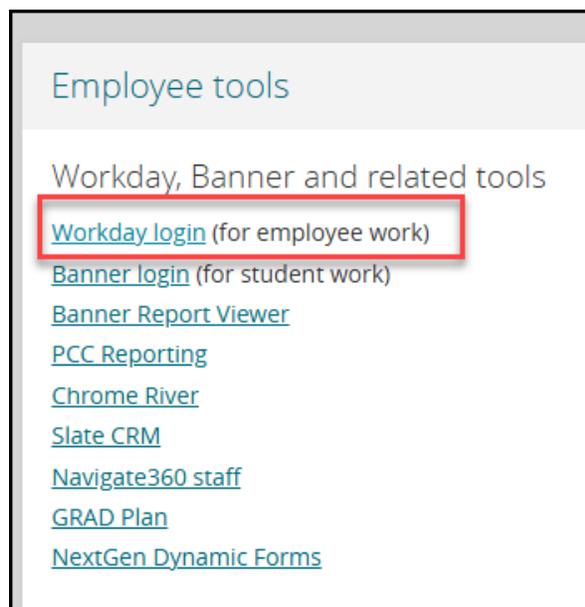


Alternatively,

1. Login to MyPCC at my.pcc.edu
2. Navigate to the Employee tab



3. Scroll down to Employee Tools on the lefthand side
4. Press **Workday login**



Have Questions?

For additional support, contact IT Service Desk at 971-722-4400 or send an email to servicedesk@pcc.edu.

Additional Resources

- [Complete New Hire Onboarding](#)
- [Initiate, Manage, and Track Onboarding](#)
- [Basic Workday Navigation](#)
- [Manage My Profile](#)
- [My Tasks and Notifications](#)
- [Install Workday Mobile to Your iOS or Android Device](#)
- [Google at PCC](#)