

PARENT ACCOUNT

MCC High School Pathways – Enrollment Portal

Dual Credit • ECHS • Early Admission

A parent account through the High School Pathways Portal permits you to:

- ❖ Grant consent for the high school student to enroll at MCC.
If the student grants you access to his/her financial and academic records:
- ❖ Review the student's MCC schedule.
- ❖ Review the end-of-semester MCC grades (on the unofficial transcript).
- ❖ Make a tuition payment.

Giving Parental Consent

- ❖ You only need to give consent to enroll once during the student's time in high school.
- ❖ If giving consent online is not possible, you may request a paper consent form from the High School Pathways office.

1. You will receive an email from dualcredit@mclennan.edu.

- ❖ Please watch your spam/junk folder for the email.
- ❖ In the student portion of the portal, your son or daughter will select the Provide Parent Info button on the Progress Tracker and then enter your first name, last name, email address, and potentially grant you access to academic and/or financial records. This triggers the parent email.

NOTE: If you do not receive the email, please ask the student to return to the portal and select the Provide Parent Info button again to send another email.

2. Use the link in the email to go to the High School Pathways Portal.

- ❖ If you prefer not to use the link, you may type <https://gateway.mclennan.edu> into your browser.

3. Create an account and/or log in.

Do you have an MCC account or student record, even if an old one?

If yes, log in.

- ❖ Links at the bottom of the page can help recover username and password.

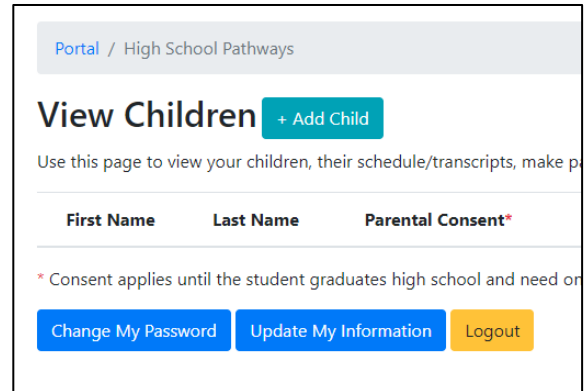
If no, select Create Account.

- ❖ Follow the steps on the screen to create an account and log in.
- ❖ Save your username and password for future use.

The screenshot shows the 'Login Instructions' page. At the top, there is a 'Counselor? Login in here >>' link. Below that, the 'User ID/Username' section explains that the User ID is the first and last initial followed by a 7-digit MCC ID, and that users can use any email address associated with their account. A note states that if there are multiple accounts, the user should login with their MCC ID. The 'Password' section instructs users to use the password they created when they made their account. At the bottom, there is a 'Login' form with fields for 'Username Or Email' and 'Password', and a 'Login' button. Below the form are links for 'Forgot Username' and 'Forgot Password'. To the right of the form is a 'Create Account' section with the text 'Don't have an account? Create one here.' and a 'Create Account' button. Two blue arrows point to the 'Login' form and the 'Create Account' button.

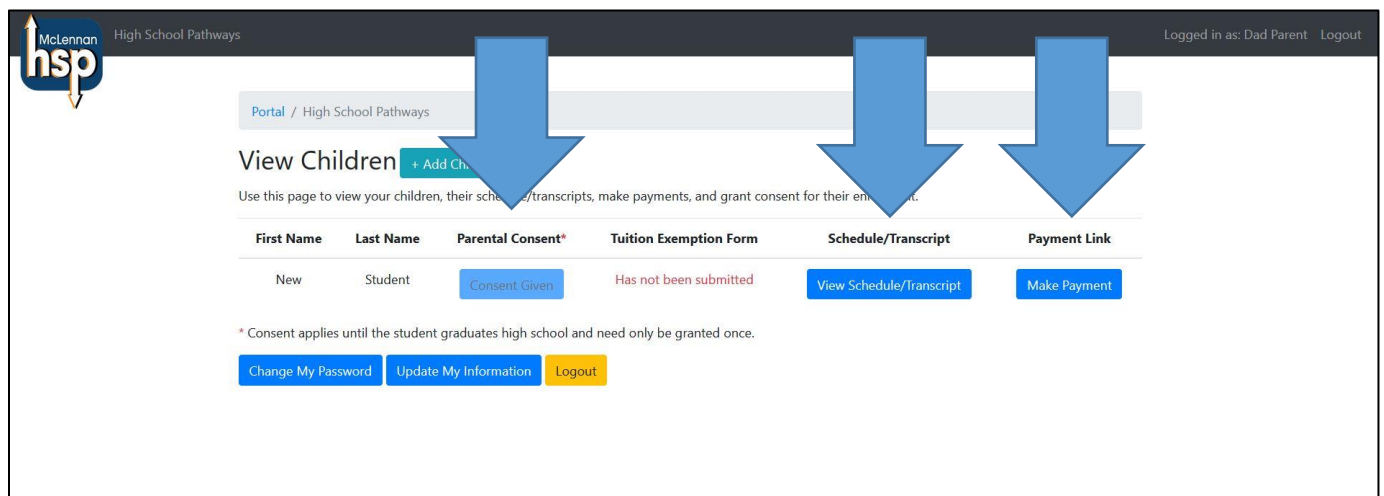
4. View Children Table

- ❖ If you used the link in the email, your child is already listed in the View Children area.
- ❖ If you did not use the link in the email, select “add child.” Enter the activation code from the email to add your son/daughter.



5. Give consent to enroll at MCC.

- ❖ Select Give Consent under the Parental Consent heading. When done, the label will change to Consent Given.



6. Other Features

- ❖ You will be able to make a tuition payment and/or view the student’s schedule and unofficial transcript IF the student has granted access to those records.
- ❖ The student may return to the student portal to grant access to academic and/or financial records if access was not granted initially.

504-Type Accommodations: Visit www.mclennan.edu/disability/ for more information.

Tuition: If not covered by the ISD, it should be paid before the start of the MCC semester.

Textbooks: If not covered by the ISD, textbooks may be purchased at the MCC Bookstore.

McLennan Community College provides equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. The following person is designated to handle inquiries regarding nondiscrimination policies: Drew Canham, Vice President of Student Success, 1400 College Drive, 254-299-8645, titleix@mclennan.edu