

NEW STUDENT LOGIN INSTRUCTIONS



MyMercy.....2

Purpose: Access bills, course registration, course schedules, transcripts, financial aid

Website: myMercy.mchs.edu

Student Email.....3

Purpose: Access your student email

Website: outlook.office.com

Office365.....4

Purpose: Download your FREE Microsoft Office application

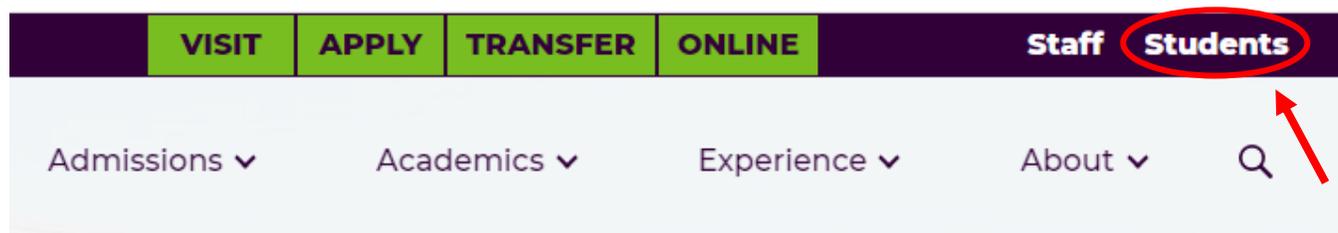
Website: office.com

Canvas.....5

Purpose: Access your online course materials

Website: canvas.mchs.edu

NOTE: Be sure to bookmark (Chrome) or favorite (Firefox) the above web pages in your browser for efficient access. All of these links are also available on the student resource page at mchs.edu/students.



myMercy LOGIN



- 1) Launch your Google Chrome browser.
- 2) Go to the Mercy College of Health Sciences website at www.mchs.edu.
- 3) Click on the "Students" link in the upper right corner of the page.
- 4) Click on the "myMercy" link on the Student Resources Hub.
- 5) **If you have previously logged into myMercy . . .** click the "Log In" link on the myMercy homepage and enter your credentials.



- 6) **If you have not previously logged into myMercy . . .** your first step will be resetting your password by clicking the "Reset Password" link on the myMercy homepage. You will need to enter your login ID on the password reset page.

Login ID: firstname.lastname@my.mchs.edu

(Example: john.smith@my.mchs.edu for someone named John Smith)



Welcome Guest!

Use the Log In and Main Menu links to view menu options for electronic access to Mercy College of Health Sciences records. Faculty, staff, and students should use their firstname.lastname (NOT email) login and their MCHS and Office 365 account password.

Resource Links:

[Technology & Support](#)

[IT Support Form](#)

[Reset Password](#)

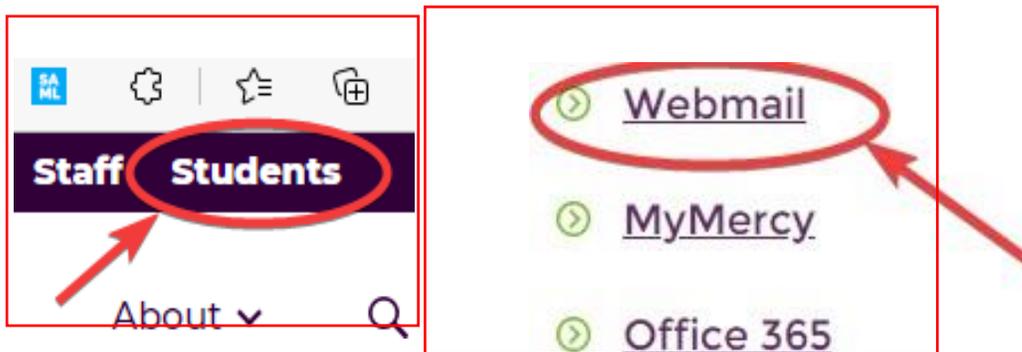
[ELEOS Support](#)

[Get the Mobile Apps!](#)

- 7) Be sure to "Log Out" when you are done.

Student EMAIL

- 1) Go to the Mercy College of Health Sciences web site at www.mchs.edu. Click on the "Students" link in the upperright corner of the page and click on the "Webmail" link on the Student Resources Hub.

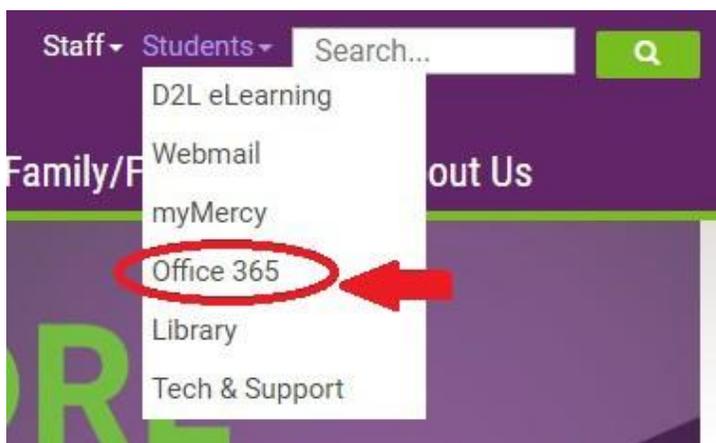


- 2) Log in to your Office 365 (O365) Mercy College student email using your ENTIRE student email address and Mercy College password.
Username: firstname.lastname@my.mchs.edu
Password: the NEW password you just created in myMercy
- 3) When you are asked to, choose Central Time (U.S. and Canada) as your time zone.

Office365 FREE DOWNLOAD

You can download a FREE subscription of Microsoft Office for your personal computers/laptops from your student O365 account. Here's how...

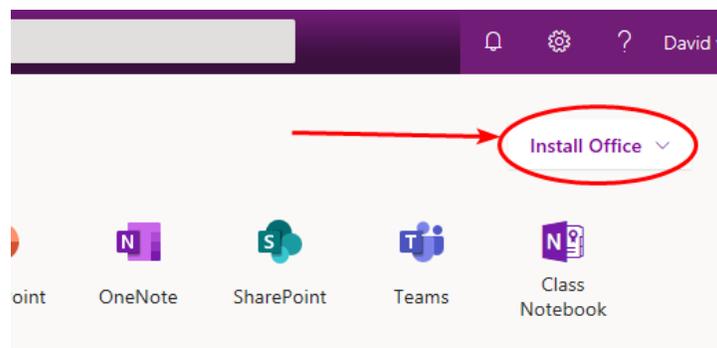
- 1) Click the Office365 link under the Student link at www.MCHS.edu



- 2) Click the "Install Office" button and follow instructions for installation.

NOTE: You can install MS Office on up to five of your computers. Office 365 will overwrite any other Office version you currently have in use. Your student access will expire if your Mercy College enrollment lapses for more than one term.

- 3) Click the "Install Office" button and follow instructions for installation.



Canvas LOGIN



- 1) Use the Students link at www.mchs.edu, or go directly to the Canvas website at canvas.mchs.edu.
- 2) Click on the “Students” link in the upper right corner of the page and click on the “Canvas | Traditional Courses” link on the Student Resources Hub.
- 3) Use your MercyCollege Microsoft Office login and password to log in to your account.



MERCY COLLEGE TECHNOLOGY AND SUPPORT

Mercy College IT support is available during College Library hours. To view specific times, please visit mchs.edu/library.

If you have problems logging in to any of your student accounts, please use either of the following options to request help:

IT Support Request form: mchs.edu/support

IT Support Phone: 515.473.8158