



HOW TO UPLOAD DOCUMENTS TO YOUR PORTAL

The same username password combination allows you to log on to college computers and will get you into all of the services listed below.

- Student Portal (for registration, accounts and unofficial transcripts)
- mymhc.ca - student Gmail service
- college computers in the library & labs
- Blackboard
- MHC Wi-Fi wireless network service
- Student Dashboard (for tax receipts, schedule and forms)

Username

- Your username will be your first. last name (e.g. cindy.canuck)
- If you have a name longer than 8 letters (in your first and/or your last name) your name will be shortened (e.g. Josephine Rochester would be josephin.rocheste)
- If there is more than one person with the same name your name will be followed by a number (e.g. cindy.canuck1)

Password

Your password will be the:

- First three letters of your month of birth, first letter capitalized
- Followed by the four digits of your year of birth
- Then the last three digits of your MHC Student ID Number

For example:

Cindy Canuck's birthday: June 1990

Cindy Canuck's student ID:

300000123 Cindy Canuck's

password: Jun1990123

1. To upload your document it must be in PDF format.
2. Go to www.mhc.ab.ca.
3. Click on **Logins** in the top red bar.
4. Click on **MHCSTUDENT** and choose student portal, login using your username and password.
5. Choose My Documents (*If documents are required, you will be able to choose the document name).
6. Document Center - Upload document (see screenshot).
7. **Browse**
8. Upload document (see screenshot)

Document Center

Your outstanding documents are listed below. Related forms are available for download if relevant. You may upload documents to the campus, note it may take several days for it to be accepted.

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

Documents Due

View Previously Submitted Documents »

Show entries

Showing 1 to 2 of 2 entries

Document Name / Status	Due Date / Template
SH - Mask Size TBD	
SH - Criminal Record - Police Info. Check Required	

Show entries

Showing 1 to 2 of 2 entries

Upload Document

Document Name

SH - Criminal Record - Police Info. Check

Upload Document No file chosen

If the document does NOT appear or you have questions; please scan and email the document to HStudiesInquiries@mhc.ab.ca