

How do I Enroll?

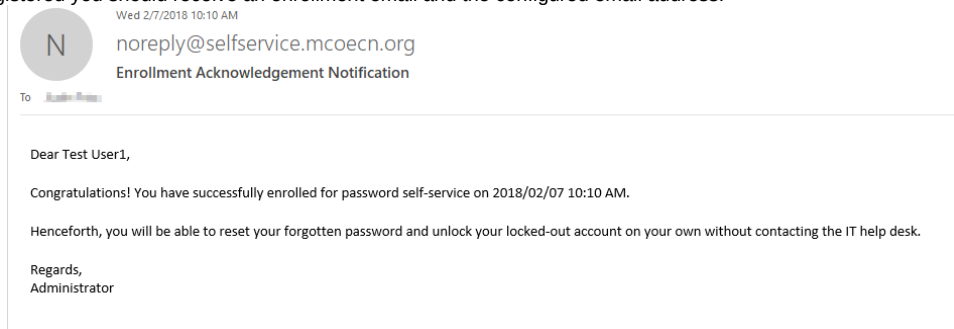
1. Navigate to <https://selfservice.mcoecn.org>
2. Sign in using your Management Council username and password. This would have been provided by your ITC.
3. Once logged in you can update your contact information under the My Info tab. Please make sure your information is correct (specifically email address). The email configured here will be used for notifications and password resets unless another email address is specified.

The screenshot shows the 'Self Update' page. At the top, there's a navigation bar with 'My Info', 'Change Password', and 'Enrollment'. Below the navigation bar, the page title is 'Self Update' with a subtitle 'Update your personal information, such as contact details, in this page.' There's a profile picture placeholder on the left. The main section is titled 'Contact' and has a 'Mandatory' indicator. It contains two input fields: 'Mobile' with a placeholder '999 -999 -9999' and 'E-mail' with a placeholder 'name@mcoecn.org'. An 'Update' button is at the bottom right.

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4. You can update your enrollment information under the enrollment tab. By default you ITC should have configured an email. If you would like verification emails to go to a different address you can specify an additional email account.

The screenshot shows the 'User Registration' page. At the top, there's a navigation bar with 'My Info', 'Change Password', and 'Enrollment'. Below the navigation bar, the page title is 'User Registration' with a subtitle 'The information you provide here will be used to authenticate you when you attempt to reset your password or unlock your account.' There's a 'Verification Code' section with a yellow banner that says 'You have already enrolled for Verification Code.' Below that is a 'Register Your Email Address(es)' section with two input fields: one for email address (placeholder '@mcoecn.org') and one for email ID (placeholder 'Enter your email id'). An 'Update' button is at the bottom right.

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5. Once registered you should receive an enrollment email and the configured email address.



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6. Now that you are enrolled you can do several things through the Self Service Portal.
 - a. Reset Password
 - b. Unlock Account
 - c. Update your contact details (mobile/email).