

eFinancePLUS Initial Log In

Revised April 2020

MCOECN Active Directory Initial Password Reset

1. Go to <u>https://selfservice.mcoecn.org/showLogin.cc</u> and click the Reset Password link.

△ ▲ Secure https://selfservice.mcoecn.org/showLogin.cc ☆			0	•	M	•	Ð		1
SelfService Plus									
	Sign in								
Update Your Profile Efficiently :	User Name:							-	
	Password:		2020				1	6	
User Registration	Log on to:	MCC	ECN					•	
Establish your identity via registration		1	Login						
Update your contact information									
Change Password Change your password using current password	P	Reset	et Pa	sswo orgotter	n pass	word			
		Unlock	ck A	ccoul	nt out ac	count			

2. Enter your username in the Domain User Name dialogue box as shown below. Your username is your firstname.lastname (all lowercase). Then click Continue.

Secure https://	selfservice.mcoecn.org/accounts/Reset	\$. 0	•	M	Ð		10	0	N].
Plus										
			Plac	ce you	Ir user	name				
	Pease provide your user name and domain n		here	and c	lick co	ntinu	e.			
	Domain User Name			₩ <u>6</u> (E×	ample : Js	mith)				
	Domain Name	Continue	mcel	•						

3. You will receive an email from <u>noreply@selfservice.mcoecn.org</u> containing a temporary password. Enter that password and follow the onscreen directions to set a new password.



MCOECN Self-Service Portal Registration

1. Go to <u>https://selfservice.mcoecn.org/</u> and click the User Registration link.

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ManageEngine ADSelfService Plus	💾 Lesson 4 - Loops, Loo 🚬 📑 Microsoft Office 365 🥖 🦉 MAYA Design: Hum
	Sign in
Update Your Profile Efficiently :	User Name: 🔤
User Registration Establish your identity via registration	Log on to: MCOECN
Self Update Update your contact information Change Password	Reset Password
Change your password using current password	Reset your forgotten password
	Unlock your locked out account

- 2. Sign in using your current MCOECN Active Directory username and password.
- 3. Enter a mobile number for future security enhancements.
- 4. Follow instructions to change your password if desired.
- 5. At present, the password must meet 3 of the 4 complexity requirements and cannot re-use an old password:
 - a. Minimum length should be at least 8
 - b. Number of special characters to include 1
 - c. Must contain both upper and lowercase characters
 - d. Must contain at least one number



eFinancePLUS Log In

- 1. Go to https://efp-app.managementcouncil.org/
- 2. Enter your username (firstname.lastname).
- 3. Enter the password you just created for your MCOECN Active Directory account.
- 4. Click Login.
- 5. Select your Database from the drop down menu
 - a. Live
 - b. Test
 - c. Training

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Welcome to eFinancePlus				
User ID				
Password				
Sign In				
PowerSchool				
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- 6. Ensure your browser allows pop ups for this website.
 - a. For instructions on setting your browser to open new pop ups as a tab within your current browser window, see the LACA Document "eFinancePLUS Browser Tab Set Up."