eFinancePLUS Initial Log In
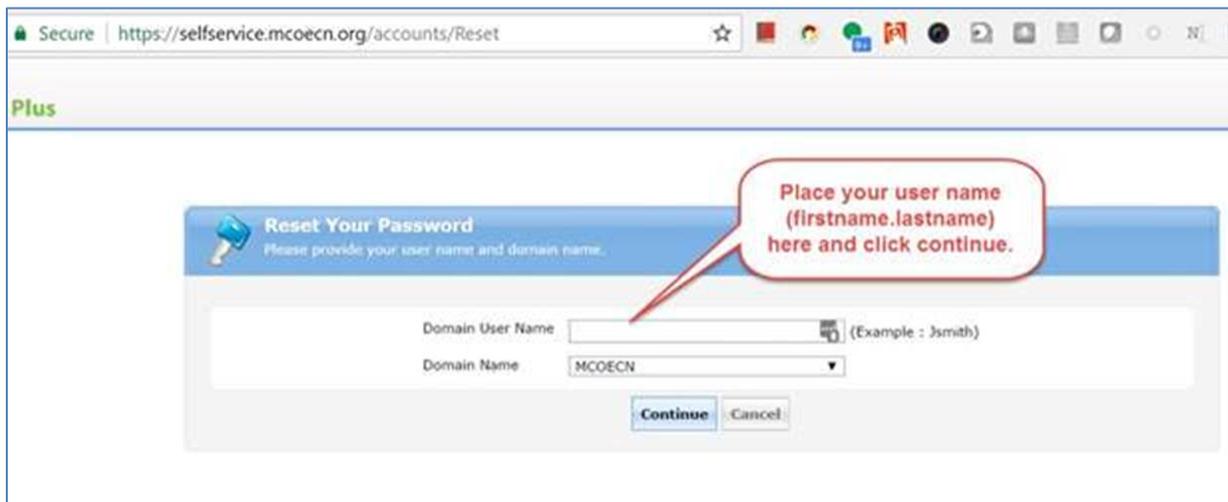
MCOECN Active Directory Initial Password Reset

1. Go to https://selfservice.mcoecn.org/showLogin.cc and click the Reset Password link.
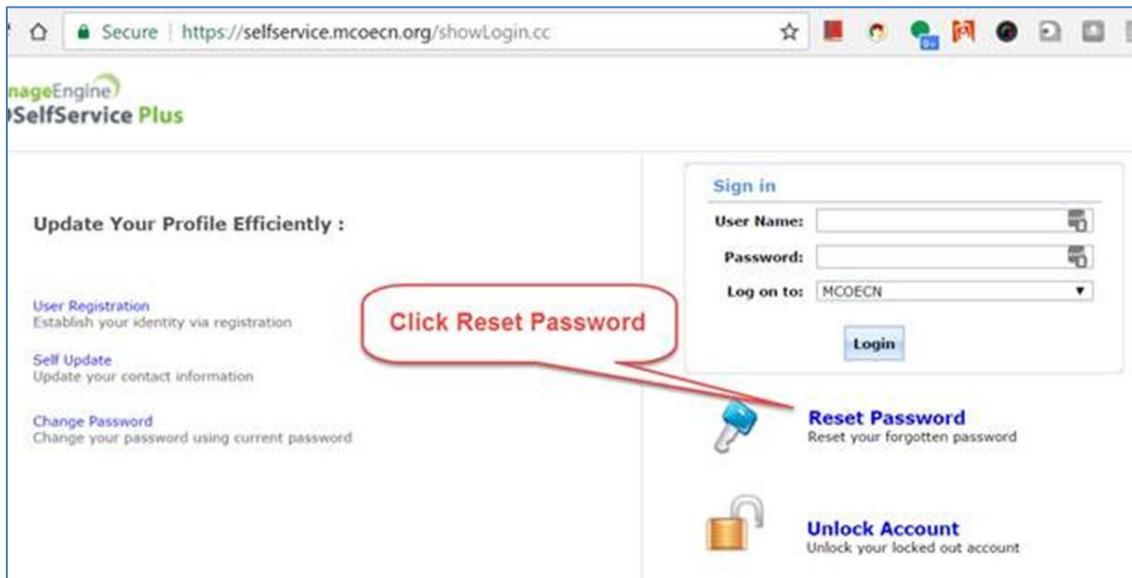
2. Enter your username in the Domain User Name dialogue box as shown below. Your username is your firstname.lastname (all lowercase). Then click Continue.

3. You will receive an email from noreply@selfservice.mcoecn.org containing a temporary password. Enter that password and follow the onscreen directions to set a new password.
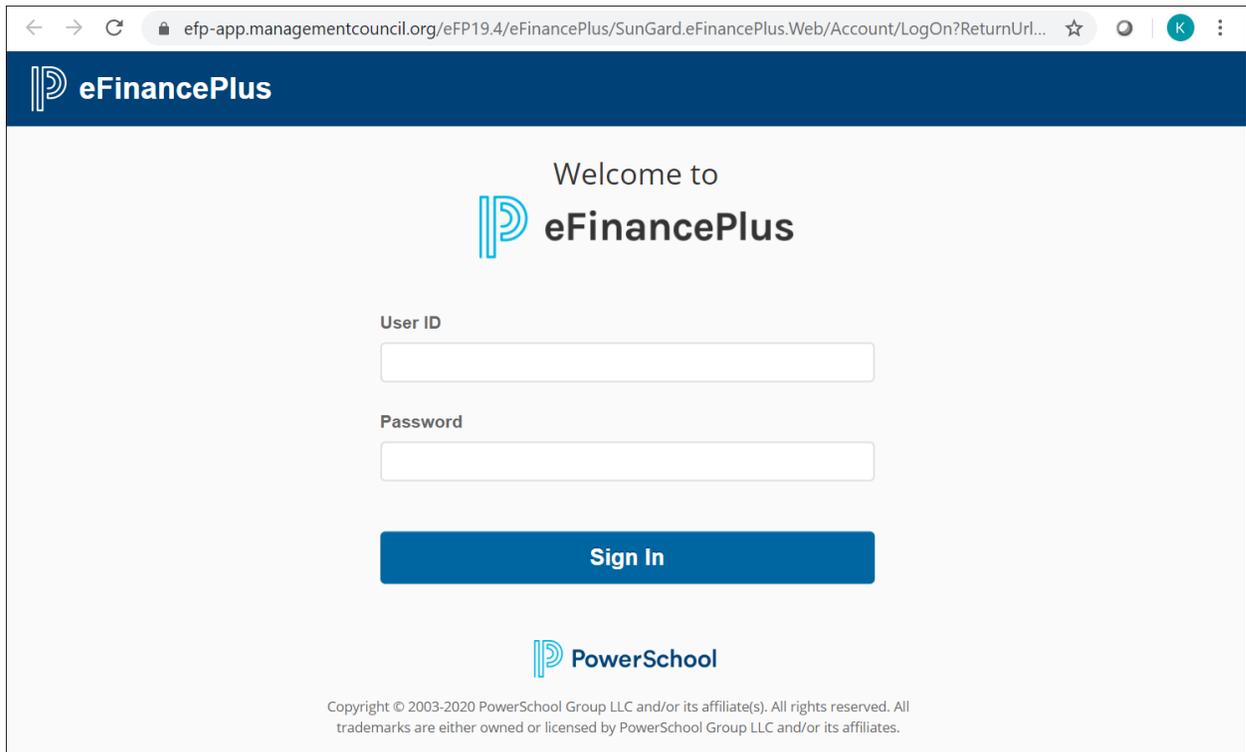
MCOECN Self-Service Portal Registration

1. Go to https://selfservice.mcoecn.org/ and click the User Registration link.
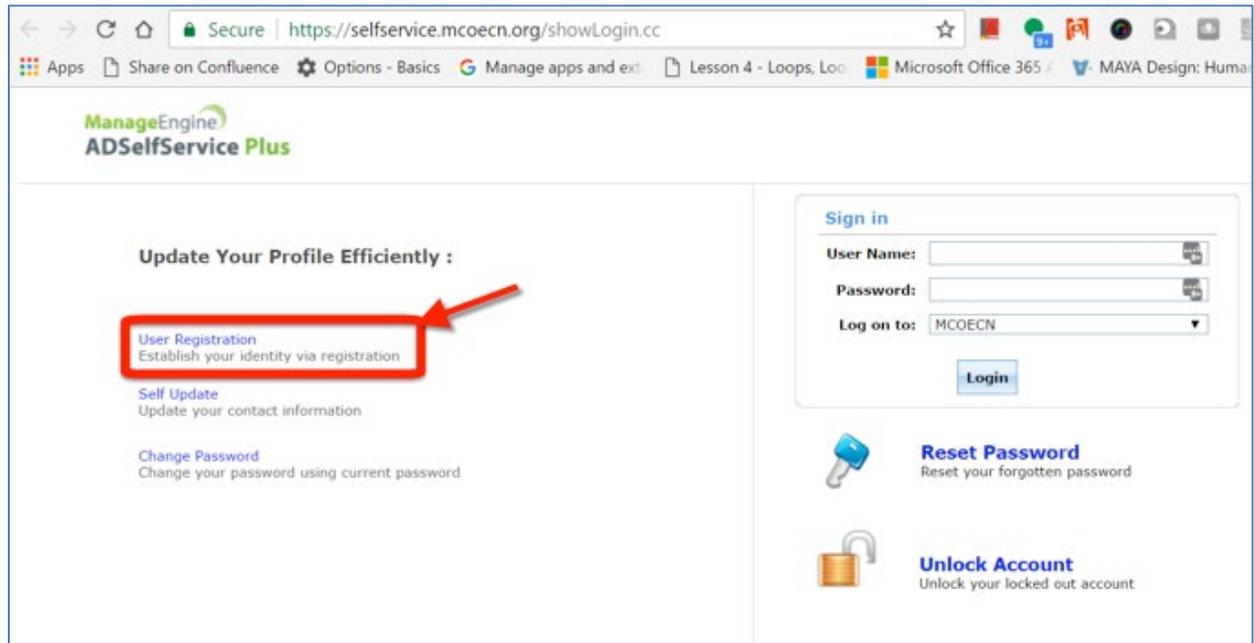
2. Sign in using your current MCOECN Active Directory username and password.
3. Enter a mobile number for future security enhancements.
4. Follow instructions to change your password if desired.
5. At present, the password must meet 3 of the 4 complexity requirements and cannot re-use an old password:
   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

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."