

# Look Up Your Username and Create a Password

1. Go to myCFCC: <https://my.cfcc.edu/>.



2. Fill out the requested information: \*Note usernames are created 4-5 business days after you receive your welcome letter.

The image shows a screenshot of the 'Set or Reset Password' page on the Cape Fear Community College website. The page has a blue header with the college logo and name. The main heading is 'Set or Reset Password'. Below this is a section titled 'Enter Your Information' containing three input fields: 'Select School:' (a dropdown menu showing 'Cape Fear Community College'), 'CFCC Username', and 'CFCC ID'. To the right of the 'CFCC Username' field is a button labeled 'What's my Username?'. To the right of the 'CFCC ID' field is a button labeled 'What's my ID Number?'. A red box highlights the 'What's my Username?' button, with a red arrow pointing to it from a text box that says 'Click "What's my Username?", if you do not know your username.' At the bottom of the page is a 'Next' button.

# Reset Password

**What is my Username?** [X]

Last Name\*

CFCC ID Number

OR  
Social Security Number

\* = Required

Type the requested information.  
Then click Continue

3.

## Set or Reset Password

Enter Your Information

Select School: Cape Fear Community College ▾

CFCC Username  What's my Username?

CFCC ID  What's my ID Number?

Your username and ID will automatically populate in these fields.

4.

\*Note: If you receive a error message please recheck your social security number, zip code and/or your date of birth. If you continue to receive an error, please contact the Student Helpdesk at (910) 362-7778.

5. Fill out the requested information: The screen below prompt you to create a password.

## Validate Your Request

In order to set or reset your password you must fill in all the fields below. Be careful when entering this information because it must match your CFCC record exactly.

First Four digits of your SSN  ex: 123-45-6789

Birth date  ex: mm/dd/yyyy

Zip code on file  ex: 28401

What is your Mother's Maiden Name?

Type in the first 4 digits of your social (not the last 4)  
Birth Date and Zip Code CFCC has on file.  
Typically this is the zip code you originally applied to the school from, unless you have updated it since.  
Your Mother's Maiden Name.

6. If your information is invalid please contact (910) 362-7370 to verify your information. If you need your Social Security Number (SSN) please contact (910) 362-7370 to

# Enter a New Password

Please choose a new password, it must be at least 8 characters in length, must have a mix of upper and lower case letters, and have at least one number.

Please note that passwords cannot include your user account name.

**Enter Your Information**

**New Password:**   
**Required**

**Confirm Password:**

**Security Question**

What is your Mother's Maiden Name ▾

Finished

Type in your new password in each box. It must have at least 1 capital letter, 1 number and nothing from your name.

Answer a security question from the list.

Click Finished. You're Done!

**\*\*\*SUCCESS\*\*\***