



# myMITC – How to Login

On your Smartphone – Go to <https://ciss.mitc.cloud>

## Smart Tip

- **DO NOT type “www” beforehand**
- We recommend you bookmark this site

1. Enter your Username & Password
  - Username = Employee ID # **Your ID must be 4 digits long.** If your ID is less than 4 digits, add 0’s before it (eg. 0082)
  - Password = Last 4 digits of your social security number followed by a zero “0”

**Be Advised – you will then be logged out and prompted to create a new password (next step)**

2. Retype your Username & create a new Password (write it down so you remember it in the future). *Make sure you retype the same exact password in the Confirm section and click **SAVE***

## Smart Tip

- Passwords must be at least 5 characters
- They don’t require symbols or capitalization

3. You will receive a notification stating your password was successfully changed

- **You will be prompted to sign in again**

4. Once at the *Home Page*, click your profile name at the **top right** of the screen and you will see this page

- Click the Notifications Tab
- If you had a change of email, enter it in the alternate email space and click the bubble. Then let our **HR Dept.** know about the change



Channel Islands  
Social Services

# myMITC – How to Reset Password

1. If you forgot your password, enter an incorrect password which will cause the “Reset Password” option to appear, then click it

myMITC Mobile

Invalid User Name or password

User Name:

Password:

**LOG ON**

Reset Password

2. Click “**RESET**” to confirm and continue

Reset User

**RESET**

3. A confirmation code will be sent to your email (check junk folder)
  - Check your email for the code
  - Copy/Paste the code into the space provided

**Smart Tip**

- Check your Junk or spam email for the code
- The confirmation code is long  
(Ex. EODuEwDxAyDhLSKIDdBF)
- It's better to Copy/Paste this code
- You have 30 minutes before your code expires

Reset User

Message with the confirmation code has been sent to the address on file.

User Name:

Confirmation Code:

**RESET**

4. You will then need to re-enter a new password and login (passwords must be 5 characters long and don't require symbols or capitalization)
5. If you reset your password too many times, this message will appear
  - If it does – contact CISS and ask for I.T. Assistance  
(805) 384-0983

Reset User

**AGENCY  
WORKFORCE  
MANAGEMENT**  
by MITC

Contact Your Administrator.