My Courses – Canvas

My Courses is your link to Learning Management System (LMS). MTC Faculty use this system to supplement classroom instruction with online learning support and communications. Faculty may use this to post announcements, course syllabus, assignments, discussion forums, and tests/quizzes.

Student accounts on My Courses are created just prior to beginning of the term and are available once your instructor turns the course on. Students should try to login to My Courses prior to the first class to view assignments, etc...

If you have a smart phone, you can download a mobile app by searching for "Canvas by Instructure".

Canvas training resources are available at the following links:

Canvas Student Guide: *https://community.canvaslms.com/docs/DOC-10701*
Canvas Mobile App Guide: *https://community.canvaslms.com/docs/DOC-4048*

My Plan – Aviso

My Plan is an academic planning and academic success resource used by students, academic advisors, and faculty. In this system you can view your course progress, contact your advisor, build a customized degree plan, and track your progress toward your degree. Advisors are also able to monitor your progress, help you stay on track, and support you if you experience academic or personal difficulty. My Plan link: *https://mtc.avisoapp.com/*

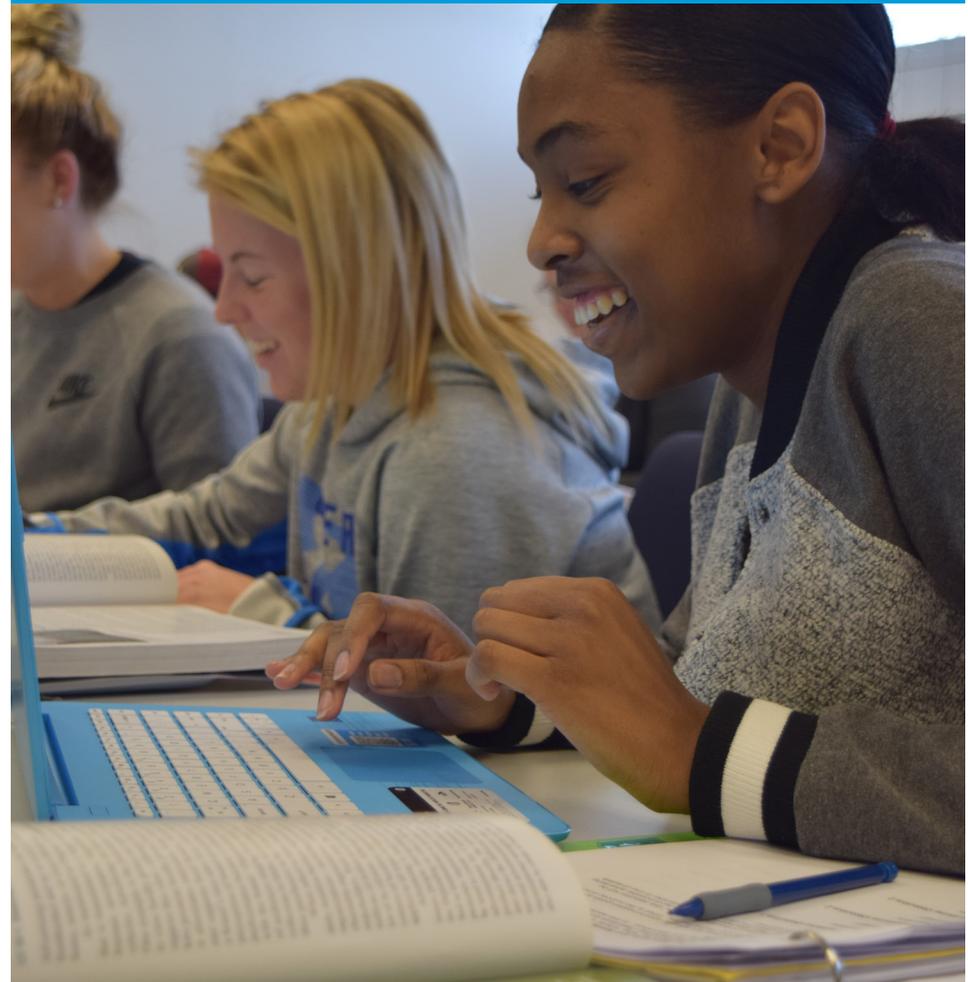**Don't forget to download the Aviso Retention app on your smartphone!**

Apple's QR Code   Android's QR Code

Marion Technical College

Information Access for MTC Students

MY MTC

MY MAIL | MY INFO | MY COURSES | MY PLAN

1467 Mt. Vernon Ave., Marion, OH 43302-5694
740-389-4636 | www.mtc.edu

MY MTC

Visit the MTC Help Desk website at *https://help.mtc.edu*

Username

1. Go to https://help.mtc.edu and click on "New Password Management".

2. Click the "Forgot Password?" Button.

3. Enter your MTC username (Last name + First initial + last 4 digits of your Student ID).

4. You will need to enter your date of birth and last 4 digits of your social security number before you can set your initial password. (If your SSN is not on file with MTC, enter the last 6 digits of your student ID).

5. Enter the new password & confirm it. Click continue.

6. You will be prompted to enroll in a two-factor enrollment option. Select either email or Mobile authenticator option and click the continue button.

   A) For mobile authenticator option: download and install the Google Authenticator or PortalGuard Password Reset app from your app store. Select your phone type from the drop-down menu, then use the app to scan the QR code that is displayed on the enrollment page. Enter the code displayed on the app and click the continue button.

   B) For Email enrollment: Supply your alternative email address. Please note this is any e-mail address other than your MTC address. A one-time passcode will be sent to the alternative email address. Enter the passcode in the one-time passocde textbox and click the login button.

7. You will then be asked to select 3 challenge questions from the list and provide answers for those questions. Click submit.

8. Login to your MTC student email by going to www.mtc.edu and select "MyMTC" at the top of the page, then "MyMail" and enter your username and password.

*If you don't know your Student ID, please contact the Office of the Registrar at 740-389-4636 Ext. 4002 or reach out to MTC help desk for technical issues at: 740-389-4636 ext. 288

My Mail – Outlook Web Access

All MTC students are provided with a college email account. Email will be the primary method MTC uses to communicate with you as a student. It is your responsibility to check your email account frequently. If you have a Smart Phone, you can setup your email on it. Instructions can be found on the following website: *https://support.office.com*

If you have registered for classes and placed on a waiting list, an email notification of available seats will be sent to you. In most cases, seats for classes with waiting lists become available after the fee payment deadline. Please know that you may have as little as 24 hours to add a class.

- MTC email and computer logon (network) accounts will be DISABLED if you have not logged on during the past 6 months.

- MTC email and computer logon (network) accounts will be DELETED if you have not logged on during the past 15 months.

My Info – Self-Service

MTC uses an Internet application called My Info - Self-Service. This provides you with secure, real-time Internet access to MTC services and your student information. Student accounts are created after a student has applied for admission to the college.

Features of My Info include:

Home Tab
- *Cart* – Displays a list of the courses you have placed in your shopping cart for each Academic Period and Session.
- *Degree Requirements* – View the course requirements necessary for completing a specified academic plan for a particular year and term.
- *Application Status* – Application Status page displays the following information about your application.
- *Checklist* – Displays the list of action items that you need to complete for school.

Register Tab
- *Traditional Courses* – Once you have completed the minimum number of credit hours, you can register for traditional courses. The Registration page outlines the steps you need to complete in order to register for the classes in your shopping cart.
- *Academic Plan* – Allows you to display information about your current academic plan.
- *What If?* – Create a What If? Academic plan to help you decide whether to change majors. The What If? Plan will compare your current coursework against the degree requirements for a different major or minor.

Classes Tab
- *Schedule* – If you are a student, this page will display a link to your schedule.
- *Permission Requests* – Displays a list of the permission requests you have sent to instructors asking them to allow you to register for their classes.

Finances Tab
- *Balance or Make Payment* – View your account balance or make a payment.

Grades Tab
- *Unofficial Transcript* – View your unofficial transcript, sorted by academic year and term.
- *Grade Report* – View grades for a specified year and term.

Search Tab
- *Course Catalog* – Search for particular types of courses in the course catalog.
- *Section Search* – Use a set of search criteria to narrow your search for available course sections using a basic or advanced search.

My Profile Tab
- *Account Information* – View and update your user account information
- *Addresses* – View and update your addresses
- *Phone Numbers* – View and update your phone number