



Your email address is your user ID@mariontech.org.

For instance John Smith with a user ID of smithj9876 will have an email address of smithj9876@mtc.edu

### **Logging on to MTC's Computers and from home for My Mail**

User Name: Last name + first initial + last 4 digits of PowerCampus ID.

Initial Password: Pw(uppercase P lowercase w) followed by last 4 digits of PowerCampus ID then 2 digit birth month then 2 digit birth day. Example: Pw1234mddd.

Once the student has signed on with the initial password, it will prompt them to create a new password. They must follow the complexity rules when creating a new password. They will need to remember this password to log on to MTC's computers and student email at home.

### **Password Complexity:**

When you change your password it must meet complexity rules in most cases. Your new password needs to:

- ✚ At least 6 characters
- ✚ At least one capital letter
- ✚ At least one lower case letter
- ✚ At least one number
- ✚ Cannot contain more than two characters as they appear in your user name
- ✚ Cannot be a password that you have previously used

## **My MTC (INFO ACCESS)**

User Name: Last name + first initial + last 4 digits of PowerCampus ID.

Password: Pw(uppercase P lowercase w) followed by last 4 digits of PowerCampus ID then 2 digit birth month then 2 digit birth day. Example: Pw1234mmdd. Students may change this password, but are not required.

## **My Courses (Blackboard)**

Returning Students: Your log on information is the same as previous for Blackboard.

User Name: Last name + first initial + last 4 digits of PowerCampus ID

Initial Password:

Pw(uppercase P lowercase w) followed by last 4 digits of PowerCampus ID then 2 digit birth month then 2 digit birth day.

Last 4 digits of PowerCampus ID then 2 digit birth month then 2 digit birth day.

Student changed password

## **New Students:**

User Name: Last name + first initial + last 4 digits of PowerCampus ID

Password: Pw(uppercase P lowercase w) followed by last 4 digits of PowerCampus ID then 2 digit birth month then 2 digit birth day. Example: Pw1234mmdd. Students may change this password, but are not required.



Call the Marion Technical College Help Desk at 740.389.4636 EXT. 288 or e-mail

[helpdesk@mtc.edu](mailto:helpdesk@mtc.edu)