New user log on for My MTC/My Info

In order to log on to My Info for the first time or to change your password, you log on to My MTC.

You must go to www.mtc.edu and select the (IT Help) button at the top or go to https://help.mtc.edu

- Click on the “Reset Password” button in the Menu on the left and fill out the information requested. (See how to determine your user name below.)

- If you receive a message:

  The information entered does not match the information in our records! You should contact the Office of Student Records to confirm your information is correctly entered into our system.

- Please retype your information in again. If you still receive the same message, you’ll need to contact the Office of Student Records. Once your information is up-to-date, go back through the process to reset your password.

- Once you’ve changed your password, use that new password for your My Mail, My Info, and other accounts.

USER NAME
- Your user name is your entire last name, first name initial and last 4 digits of your PowerCAMPUS (Student) ID.
- For example, Jane Doe’s PowerCAMPUS ID is 123-45-6789
- Her user name is doej6789
- Her e-mail address is doej6789@mtc.edu

INITIAL PASSWORD—Your initial password consists of the following:
- UPPER case first letter of your last name
- lower case first letter of your first name
- last four digits of your social security number
- For example, Jane Doe’s SSN is 987-65-4321
- Her initial password would be Dj4321

COMPLEXITY RULES
✓ At least eight characters
✓ At least one capital letter
✓ At least one lower case letter
✓ At least one number, and
✓ Cannot contain more than two characters as they appear in your name or first and last name
✓ Cannot be a password that you have previously used

Need Help?
Contact the MTC Help Desk for assistance at 740.389.4636, ext. 288, or helpdesk@mtc.edu