

Finances Tab

- **Balance** 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

My Courses - Blackboard

My Courses is your link to a course management tool called Blackboard. MTC faculty uses this tool to supplement classroom instruction with online learning support and communications. Faculty may use Blackboard to post announcements, the course syllabus, and assignments. Faculty also uses Blackboard for discussion forums and to administer tests. Assignment and test grades are often posted on Blackboard. Student accounts on Blackboard are created just prior to the beginning of the quarter. Courses are activated by faculty members who will be using Blackboard in the class. Students should try to log on to Blackboard prior to the first class meeting to view assignments, etc...

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

INFORMATION ACCESS for MTC Students

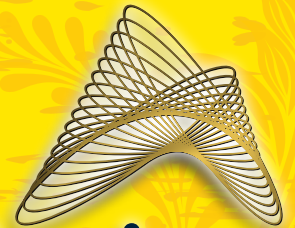
MY MTC

- MY MAIL
- MY INFO
- MY COURSES

*Read this brochure to learn about
on-line access.*

Need Help?

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at 740.389.4636 ext 288,
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Marion
Technical College

WWW.MTC.EDU

MY MTC

Go to the MTC website at www.mtc.edu. **MY MTC** is a link to a variety of services and information you need as an MTC student – **My Mail**, **My Info**, and **My Courses**.

Login Instructions

You can log in to all three of MTC's information systems (My Mail, My Info, and My Courses) using the same user name. You are assigned an initial password to use the first time you access My Mail and My Courses. **You must log in to My Mail first.** The first time you log in to My Mail, it will require you to change your password (from home, make sure you select public computer the first time you log in). Once you change your My Mail password, use that new password for your My Info and My Courses (Blackboard) accounts. When you change your password it must meet the **complexity rules** (listed below).

User Name and Password

USER NAME

Your user name is your entire last name, first name initial and last 4 digits of your PowerCAMPUS 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 six 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

My Mail - Outlook Web Access

All MTC students are provided with a college email account. You must log in to **My Mail** and change your password before accessing your **My Info** 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, so that you do not miss important messages from the College. Your email account remains active the entire time you are enrolled at MTC.

If you have registered for classes and were placed on a waiting list, an email notification of available seats will be sent to you. You can contact the office of Student Records to add the class. 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. If you do not add the class your name is removed from the wait list.

- [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 information about your application
- **Checklist** Displays the list of action items that you need to complete for school such as submitting high school transcripts

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