

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.)

Username:
[What is my username?](#)

Last 4 of SSN:

Birth Day: ,

- 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