



Student MTC Email Setup

MTC's password management system (PortalGuard) requires you to install either the Google Authenticator or PortalGuard app from your phone's app store, -OR- provide an alternative e-mail address prior to setting up your account.

New Student – Completing the Enrollment Process:

1. Go to <https://help.mtc.edu> and click on "New Password Management" link on the left hand side of the page.
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). *Please click [here](#) to provide MTC with your SSN if you did not provide it on your application).*
5. Enter the new password and confirm it in the textboxes on the form and 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 email 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 Passcode 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 & password