



# Quick Guide to MyNTC

MyNTC can be used to connect you to your student information and NTC services.

## SIGN IN TO MYNTC

1. Visit [my.ntc.edu](http://my.ntc.edu).
2. Enter your Student ID in the "User ID field" (9-digit NTC Student ID number, ex: 123456789).
3. Enter your Password.
4. Click "Sign In."

## FORGOT YOUR LOGIN? RESET YOUR PASSWORD

1. Visit [my.ntc.edu](http://my.ntc.edu).
2. Click "Set MyPassword."
3. Enter your Student ID number or your Social Security number.
4. Enter your Date of Birth and click "Move to Step 2."
  - If you receive an error message saying "No student record was found..." confirm you correctly entered your Student ID or Social Security number as well as your Date of Birth.
  - If so, try again. If not, return to the main MyNTC page and click "Create My Account."
5. Verify your information is correct, click "Move to Step 3."
6. Enter your password. Re-enter password.
7. Click "Move to Step 4."
8. Note your NTC email address and Student ID Number.
9. Click "Finish" to activate changes.

## DON'T HAVE AN ACCOUNT? CREATE AN NTC STUDENT ID & PASSWORD

1. Visit [my.ntc.edu](http://my.ntc.edu).
2. Click "Create My Account."
3. Enter information and follow steps provided.

## UNABLE TO LOGIN?

1. Contact the IT Help Desk by calling 715.803.1160.

## REGISTER FOR CLASSES

1. Click "Manage Classes" from the left menu navigation.
  2. Click "Enroll in Classes."
  3. Indicate term (aka semester) and select:
    - Post Secondary: Program courses that award credit and can be applied toward your degree. Course numbers (XX-XXX-XXX) start with 10, 20, 30, 31, 32 and 50.
    - Continuing Education: Non-program courses that focus on occupational skills or provide self-enrichment. Classes are usually shorter term and cost less than post secondary.
    - (credit) classes. Course numbers (XX-XXX-XXX) start with 42 or 47.
  4. Class Search: Select "Class Search" radio icon and click green "Search" button:
    - Search by 5-digit class number: Type the 5-digit number into the "Class Number" field. Click "Search."
    - Search by 8-digit catalog number: Type the 8-digit number into the "Course Number" field. Click "Search."
    - Search by keyword: type into the Course Keyword field. Click "Search."
  5. When you find the class section you are looking for, click the green "Select" button.
  6. Review class preference information. Note: if this is an open entry course, you will be prompted to enter a class start date.
  7. Click "Next".
  8. Your class is now added to your Shopping Cart on the right side of your screen.
  9. Continue adding classes to your shopping cart until you have all of the classes you are looking for.
  10. Check the boxes to the left of the classes in your shopping cart you wish to enroll in.
  11. Click "Validate" to ensure all class pre-requisites are met. Click "Shopping Cart" to go back and complete enrollment.
  12. Select class/es you wish to enroll in. Click "Enroll."
  13. Click "Finish Enrolling."
- Congratulations, you're enrolled! Click "My Class Schedule" button. Click "View Schedule (PDF)" to print your schedule.

## **DROP A CLASS**

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To receive a 100 percent refund, drop a class prior to the start date. Dropping classes may impact your ability to proceed in your program, your current Financial Aid award and/or eligibility for future aid. You are encouraged to discuss your plans with your Academic Advisor prior to dropping your class.

1. Click “Manage Classes” from left hand navigation menu.
2. Click “Drop Classes.”
3. Indicate Term (aka semester) and select:
  - Post Secondary: Program courses that award credit and can be applied toward your degree. Course numbers (XX-XXX-XXX) start with 10, 20, 30, 31, 32 and 50.
  - Continuing Education: Non-program courses that focus on occupational skills or provide self-enrichment. Classes are usually shorter term and cost less than post secondary (credit) classes. Course numbers (XX-XXX-XXX) start with 42 or 47.
4. Select the classes to drop. Click “Drop Selected Classes.”
5. Select a Drop Indicator Code from the drop down on the right side of the screen.
6. Click “Finish Dropping.”

## **VIEW/PRINT CLASS SCHEDULE**

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1. Click “Manage Classes” from left hand navigation menu.
2. Click “View My Class Schedule.”
3. Indicate Term (aka semester) and select.
4. Click “View Schedule (PDF)” at bottom of screen.
5. Your schedule will open as PDF in a new window.

## **PROGRAM STUDENTS: VIEW ACADEMIC REQUIREMENTS**

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1. Click “Manage Classes” on left hand navigation menu.
2. Click the “Schedule Planning Tools.”
3. Click “Academic Requirements” to view your program progress.

## **VIEW/ACCEPT FINANCIAL AID**

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1. Click “Billing & Financial Aid” from left hand navigation menu.
2. Click “View Financial Aid.”
3. Select the Aid Year.
4. Accept/Decline as desired.

Receiving Loans? Loans won’t disburse until you visit **StudentAid.gov** (<https://studentaid.gov/>) and complete the following:

- Master Promissory Note (eMPN)
- Entrance Counseling

## **REQUEST BOOK VOUCHER**

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1. Click “Billing & Financial Aid” from left hand navigation menu.
2. Click “Request Book Voucher.”
3. Terms and Conditions will appear, click “OK.”
4. Check boxes “Request Voucher” and “I have read and agree to terms.”

5. Click “Generate Book Voucher.”
  - Allow approximately 20 minutes for voucher to process. Bring your schedule along to the bookstore to get your books.

## **VIEW UNOFFICIAL TRANSCRIPT**

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1. Click “Transcripts & Grades” from left hand navigation menu
2. Click “Transcripts.”
3. Click “Unofficial Transcript.”
4. Indicate Report Type and click “View Report.”

## **REQUEST OFFICIAL TRANSCRIPT**

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1. Click “Transcripts & Grades” from left hand navigation menu.
2. Click “Transcripts.”
3. Click “Official Transcript.” \*Allow pop up to open in new window
4. Click “Begin Order” and follow steps provided on screen.

## **CONGRATULATIONS! IT’S TIME TO APPLY FOR GRADUATION!**

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You’ve reached your final semester and you’re ready to graduate. Even if you don’t plan to participate in the graduation ceremony, you need to request to graduate from your program.

1. Click “Transcript & Grades” from left hand navigation menu.
2. Click “Apply for Graduation” on the left side bar.
3. Click “Apply.”
4. Select your program(s).
5. Select additional certificates.
6. Enter additional information.
7. Click “Submit Application for Graduation.”