Step 1

Step 2
Click “my>NTC.”

Step 3
Click “Unable to access your account.”
Step 4
Enter
Student ID (if known)
– OR –
Social Security #

Step 5
Enter Date of Birth

Step 6
Click “Move to Next Step”
If you receive an error message saying “No student record was found…” confirm you correctly entered your Student ID or SS# as well as your Date of Birth.

If so, try again. If not, return to the main myNTC page and select “New student? Start here.”

If no error message is received, proceed to Step 7 as shown on the next page of this handout.
Step 7
Verify Information

Step 8
Click “Move to Next Step”

Step 9
Tip: This will default as your NTC student email account.
Click “Move to Next Step”

Step 10
Ensure the radio button next to “Show Password on Final Step” is filled in.

Step 11
Click “Move to Next Step”
Step 12
Note your login information.

**User ID:** NTC Student ID#

**Password:** first two letters of first name plus first two letters of last name plus last four digits of social security#

Step 13
Close **ALL** open internet browsing windows to allow the system to reset. Then reopen your browser, access the my>NTC page, and login.