How to Register with my>NTC

Following these instructions if you know the five-digit class number.

www.ntc.edu

Step 1

Step 2
Click “my>NTC."

Step 3
Sign in.

User ID:
9 digit NTC student ID number

Password:
first two letters of first name, first two letters of last name, last four digits of social security number

System maintenance schedule: my>NTC is unavailable on Tuesday mornings between 5:30 a.m. and 7:00 a.m.
Step 4
Click “Enroll Online.”

Step 5
Click “Enroll in a Class.”

If Prompted: Confirm address information. Then click “Enroll in a Class.”

If Not: Proceed to Step 6
Step 6
Select the appropriate term (aka semester).

Step 7
Determine “Career” based on course number

Post Secondary:
Refers to 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:
Refers to 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.

Step 8
Click “Continue.”
Step 9
Enter your five-digit class and press “enter.”

Step 10
If prompted to select a class lab, simply click “Next.”

Step 11
Click “Next.”

Tip: To have your name added to the class waitlist, add a check mark to the “Wait list if class is full” box.
Step 12
Review information and click “Proceed to Step 2 of 3.”

Step 13
Review class “Status.”

Note the following key regarding class space availability:

- Open
- Closed
- Wait List

Step 14
Click “Finish Enrolling.”
Step 15: If prompted, use the drop down menus to update your demographic information.

Step 16: Click “OK.”

Step 17: Review “Status.”

Step 18: Read messages to determine waitlist status or reasons for error.

Step 19: View “My Class Schedule.”

Congratulations, you’re enrolled!