

NTC student account and password information

Student ID (9-digit Student ID number)

Username: Student ID

Password: first two characters of your first name and the first two characters of your last name (all lowercase) plus the last 4 digits of your SSN (Social Security Number) **(Example: John Doe = jodo9999)**.

This username and password will be used for Windows, my>NTC, email, and Blackboard.

Windows = Log on to Windows to access campus computers. Also provides access to a student's personal H drive, providing storage space on the NTC network.

My>NTC = Student Portal (<http://www.ntc.edu>, click my>NTC) students can check grades, update personal information, view their class schedule, enroll in a class, make payments, obtain unofficial transcript, etc.

Student email = NTC provides student e-mail accounts for all enrolled students.

Go to <http://www.ntc.edu>, click "Student Email" and login with your email Username and Password.

Blackboard = Learning management software that is used for online and some face-to-face courses (not all courses are in Blackboard). Go to <http://www.ntc.edu>, click "Blackboard"
If you have difficulty in logging in, click on Reset Password, then try again.

SkillSoft / CBT = Online computer based training. <http://wtcs.skillport.com>

Username: Student ID

Password: ntc (all lowercase)

Resetting passwords:

- **Windows:** after you log on, press Ctrl + Alt + Del, click the Change Password button
- **My>NTC:** use the "Activate/Reset Password" link on my>NTC (this will also change your Blackboard and campus computer logins)
- **Student email:** use the "Forgot my password" link on student email access page
- **Blackboard:** on the main screen of Blackboard (before you login) there is a "To reset your password, click here" link
- **SkillSoft:** contact Student Help Desk

IMPORTANT NOTE: Changing your password for the campus computers will **also** change your my>NTC password and your Blackboard password. **However**, the change will not affect your student e-mail password, or SkillSoft password.

Contacting NTC Help Desk:

(715) 803-1160, or (888) 682-7144, extension 1160 or our help desk website
<http://myhelpdesk.ntc.edu>