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