

***QUICK REFERENCE GUIDE***

***For my>NTC Student Portal***

(V9 – 11/09)

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## **SECTION 1: I HAVE A STUDENT ID and Need Information on my>NTC:**

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### **IMPORTANT :**

- **NTC has 2 Academic Careers for each TERM. It is helpful to understand the difference as you must select one whenever term is chosen:**

**Post Secondary** refers to program courses that award credit and can be applied toward your degree. Course numbers start with 10, 20, 31, 32 & 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 start with 42 or 47.

## **SECTION 2: I DO NOT HAVE A STUDENT ID (...and may want to take a class):**

Reference my>NTC information for “Creating Your Account” ..... Pages 12 - 14  
(Receive a Student ID – keep it for all future activity with NTC)

### **IMPORTANT :**

- **You need a Student ID to Enroll in a Class. If you have never taken a class at NTC you will not have one. If you have taken a course at NTC in the last 10 years, you should have one. Student IDs are assigned for lifelong use.**
- **NTC has 2 Academic Careers for each TERM. It is helpful to understand the difference as you must select one whenever term is chosen:**

**Post Secondary** refers to program courses that award credit and can be applied toward a degree. Course numbers start with 10, 20, 31, 32 & 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 start with 42 or 47.

- **You need to Term Activate prior to Enrolling in a **Continuing Education Class**.**

## SECTION 1: I Have a Student ID

Northcentral Technical College  
Wausau, Wisconsin

### QUICK REFERENCE GUIDE



- my>NTC will be unavailable Tuesday morning from 5:30 a.m. – 7:00 a.m.
- Contact the Student Help Desk at 715-803-1160 for system related problems.

#### **IMPORTANT**

1. At any time, click the “my>NTC **logo**” in the upper left corner of the page to return to your home page.
2. To download Adobe Acrobat Reader, go to <http://www.adobe.com/>
3. If you are **Graduating**, please refer to the section **Applying for Graduation**.
4. **NTC Student Email Accounts** are created automatically, within 24 hrs of enrolling in a class.

#### **To Get to "my>NTC"**

1. Use Internet Explorer.
2. Go to <http://www.ntc.edu>
3. Click **my>NTC** (at the top of the page).
4. If you get a security alert, click OK or yes.

#### **My>NTC Portal (Guest Page):**

**(USE THE FOLLOWING FUNCTIONS WITHOUT LOGGING IN...)**

#### **To Get to Student Email**

**NOTE - All students who enroll in a class will be assigned a NTC Student Email Account within 24 hrs.**

1. Click **Student Email** on the Blue Bar at the top of the screen.
2. Enter your **username and password**.  
**Username:** 9-digit student ID (Example: 2000xxxxx)  
**Password:** (lower-case) 1st 2 characters of first name, 1st 2 characters of last name and last 4 digits of Social Security Number (Example: John Doe's password would be jodo9999).
3. Click **Mail>Inbox** to view all your email. Double click on an entry to read it. Highlight an entry and use the delete key to delete it. There are many other functions available such as sending an email etc.

#### **Submit a Comment to NTC**

1. Click **Submit a Comment**, located in the upper right hand corner of the screen.
2. Fill out the **Customer Comment and Quality Improvement Form**. You can request a reply.
3. Click **Submit**

#### **Search for Classes**

1. Click **Search for Classes**.
2. Enter the **Catalog Number** **OR** click **Additional Search Criteria** to view additional fields. If you click Additional Search Criteria, fill in the additional fields you want to search by. (Note: Academic Career is set to blank. This means that BOTH Postsecondary and Continuing Education courses, which meet the criteria, will be selected for display. You could also select a specific Academic Career, if you didn't want both).
3. Click the **Search Button** at the bottom of the page.

- When classes come up, review the **time** and the **campus** where the course is offered. For detail on the class, click on the Section link. When you have decided which section you want, **write down the class number** (in parentheses to the right of "Section"). Click **Start a New Search** at the bottom of the page.
- Enter another catalog number and continue this process until you have selected all of your classes for the term.

### Search the Course Catalog

- Click **Search the Course Catalog**.
- Click the **letter** that your program begins with.
- Click **Course Number** or **Course Title** for more information.
- Click the white **my>NTC logo** (upper left corner of screen) to return to my>NTC.

### View Program Requirements

- Click **View Program Requirements**.
- Click on the **Program** for which you want to review requirements.
- Classes are displayed for each term** of the Program (note effective date).

### Petition Process

- Click **Petition Process**
- If a Security Alert pops up, click **YES**.
- Read and follow the instructions on how the **Petition Process** works.
- Click the red "X" in the upper right hand corner to return to my>NTC.

### Quick Reference Guide

- Click **Quick Reference Guide**
- Refer to Section 1, if you already have a NTC Student ID.
- Refer to Section 2, if you do not have a NTC Student ID but would like one (for example, to enroll in a class).

## How to Login:

### Login in to "my>NTC"

- There is a section under the my>NTC logo to **enter your username and password**:  
**Username:** 9-digit student ID (Example: 2000xxxxx)  
**Password:** (lower-case) 1<sup>st</sup> 2 characters of first name, 1<sup>st</sup> 2 characters of last name and last 4 digits of Social Security Number (Example: John Doe's password would be jodo9999)
- Click **Sign In**.

**Change your Password (Optional): (PLEASE NOTE THAT CHANGING YOUR MY>NTC PASSWORD WILL ALSO CHANGE YOUR CAMPUS COMPUTER PASSWORD (Windows) AND VICE VERSA. INITIALLY YOUR PASSWORD IS SET THE SAME AS YOUR NTC STUDENT EMAIL PASSWORD).**

- Click **Change My Password** (Under Personal Information).
- Type in your **new password** and **confirm it by typing it again**.
- Click **Update Your Password**.

### Activate/Reset your Password (\*\*If you have changed your Password and don't remember it)

- Click **Activate/Reset Password**.
- Read the NTC Policy and click, **I Agree**.
- Enter **Student ID** OR (Social Security Number) – **not both**, then **Date of Birth**. Click **Move to Next Step**.
- Verify the Information on the screen. Click **Move to Next Step**. (Click Cancel to quit).
- Verify your **Email Address**. The system will default your student email into the boxes but you can change these email addresses, if desired. A confirmation email will be sent to the email address displayed. Click **Move to Next Step**. (Click Cancel to quit).
- To confirm and process your request, click **Move to Next Step**. Select Password Display or Email Option. This designates if you will see your Password in the next step. (Click Cancel to quit).
- Process is Completed**. Your Email Address, Student ID and Password (if Password Display was selected) will show on the screen.
- Login:** See the instructions under "**Login to my>NTC**" above.

## [My>NTC Student Home Page:](#)

### [my>NTC Student Center](#)

Contains comprehensive links to all your student records and account information.

#### Student Center

1. Click **Student Center**.

#### \*\*Academics

##### Search

- Class Search (link) – select term and criteria and click Search.
- Class Search (button) - There is also a green “Search for Classes” button in the upper right hand corner of the screen, which can be used instead of the link. They function exactly the same.

##### Plan

- Add Courses to Planner
  - 1) Browse Course Catalog
  - 2) Plan by My Requirements

##### Enroll

- Add Classes – select term, click continue, enter class number, click enter, confirm classes, finish enrolling.
- Search:
  - 1) Class Search
  - 2) My Requirements
  - 3) My Planner

##### My Academics

- View My Advisement Report
- Create a What-If-Scenario
- View My Advisors
- Evaluate my Transfer Credits
- View My Transfer Credit Report
- View My Course History
- View My Unofficial Transcript
- Request Enrollment Verification
- Apply for Graduation

##### Other Academics

- Academic Planner
- Academic Requirements
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Exam Schedule
- Grades
- Learning Management
- Transcript: View Unofficial Transcript
- Transfer Credit: Modeling
- Transfer Credit: Report
- What-if-Report

##### Enrollment Shopping Cart (LINK)

- Add Classes – select term, click continue, enter class number, click enter, confirm classes, finish enrolling.

**\*\*Finances**

Account Inquiry

Payment Profile

View Financial Aid

Accept/Decline Awards

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Make a Payment

Other Financial Information

-Account Activity

-Charges Due

-Payments

-Pending Financial Aid

**\*\*Personal Information**

Demographic Data

Emergency Contact

Names

Home Address

Mailing Address

Home Phone

Personal Email

**\*\*Admissions**

Request Information

Apply for Admission

**\*\*Holds**

Any Holds would be listed here. A Hold would prevent enrollment until it was removed by Student Services.

**\*\*To Do List**

Anything on your To Do list would appear here.

**\*\*Enrollment Dates**

Open Enrollment Dates

-Click Term and the Academic Career desired (Post Secondary or Continuing Education). Click Continue. Then View "Begins On" date and "Last Date to Enroll".

**\*\*Advisor**

If you are in a Program, your Advisor would appear here.

**\*\*News Info**

CNN

BBC

NBC

**\*\*Search Engines**

Yahoo

Google

**\*\*Other Links**

Amazon

## Admissions

### Apply for Admission

2. Click **Apply for Admission**.
3. If a Security Alert pops up, click **YES**.
4. You will be transferred to **WTCS – Apply to Wisconsin Technical College**.
5. Follow instructions to complete your Application.
6. Click the **Red “X”** in the upper right hand corner of the window when you are done, to return to my>NTC.

### Evaluate Transfer Credit

1. Click **Evaluate Transfer Credit**.
2. If a Security Alert pops up, click **YES**.
3. You will be transferred to **UW Transfer Information Center| WTCS Transfer Agreements**.
4. Transfer Guides and agreements are available for review.
5. Click the **Red “X”** in the upper right hand corner of the window when you are done, to return to my>NTC.

### View Program Requirements

1. Click **View Program Requirements**.
2. Click on the **Program** for which you want to review requirements. Courses required by term will be displayed.
3. Click on a **Catalog Number (numbers are in blue)** to find offerings.
4. Select a **Term** and view classes by **Section, Date, Time and Campus**.
5. Click on the **Class Number (numbers are in blue)** for additional information.
6. Click the **Back** button to return to the prior page or click the **my>NTC** logo to return to your home page.

## Enrollment

### Search for Classes

1. Click **Search for Classes**.
2. Enter the **Catalog Number** **OR** click **Additional Search Criteria** to view additional fields. If you click Additional Search Criteria, fill in the additional fields you want to search by. (*Note: Academic Career is set to Postsecondary. To search for Continuing Education courses, you must set Academic Career to Continuing Education*).
3. Click the **Search Button** at the bottom of the page.
4. When classes come up, review the **time** and the **campus** where the course is offered. For detail on the class, click on the **Section** link. (You may want to write down the class number, which is in parentheses to the right of the catalog number, for later reference).
5. Click **Start a New Search** to look for additional classes.
6. Enter another catalog number and continue this process until you have selected all of your classes for the term.

### Enter classes in Enrollment Shopping Cart (For Later Enrollment)

You must enter **class numbers** when you fill your shopping cart. To “Search for Classes” ahead of time, please follow the instructions in the previous section titled, “Search for Classes”. Otherwise, search within the enroll function by following the directions below.

1. Click **Enroll in a Class (or the Enroll link in the Student Center)**.
2. Select the **Term and Academic Career** for which you would like to register for classes. Click **Continue**.
3. If you have been accepted into a program, select a term with an Academic Career of **Post Secondary**. If you want to take a miscellaneous **Non-Credit course**, select a term with an Academic Career of **Continuing Education**.
4. Enter a **Class Number** (under **Add to Cart**), then click **Enter**.
5. Click **Next**. (The class will be placed in your Shopping Cart).
6. Repeat steps 4 and 5 until you have all the desired classes in your Enrollment Shopping Cart.

When you are ready to **enroll** or **validate**, click **Student Center**. Then click on the **enrollment shopping cart link** (located beneath your weekly schedule) to display your selected classes.

- Select **Term** and **Career**, then click **Continue**.
- **Place a checkmark** in front of the classes you want to enroll in or validate.
- Click the **Validate** button to validate. Correct any **Errors** that come up.
- Click the **Enroll** button to enroll.

### **Enroll in a Class**

You must enter class numbers when you enroll. To “Search for Classes” ahead of time, please follow the instructions in a previous section titled, “Search for Classes”. Otherwise, search within the enroll function by following the directions below.

1. Click **Enroll in a Class**.
2. Select the **Term and Academic Career** for which you would like to register for classes. Click **Continue**.
3. If you have been accepted into a program, select a term with an Academic Career of **Post Secondary**. If you want to take a miscellaneous **Non-Credit course**, select a term with an Academic Career of **Continuing Education**.
4. Enter a **Class Number** (under **Add to Cart**), then click **Enter**.
5. Click **Next**.
6. Click **Proceed to Step 2 of 3 to enroll or repeat steps 4-5 to add more classes to the shopping cart..**
7. Click **Finish Enrolling (If you clicked Proceed to Step 2 of 3)**. You will be enrolled in the class(es) in your shopping cart. Be sure to check the Status on each class for any errors.
8. If you would like to enroll in more classes, click **Add Another Class** located toward the bottom of the screen. **Repeat Steps 4 through 7.**
9. **If you do not know the Class Number:**
  - a. Click the **Class Search** radio button under the class number box.
  - b. Click **Search**.
  - c. Enter the **Catalog Number** **OR** click **Additional Search Criteria** to view additional fields. If you click **Additional Search Criteria**, fill in the additional fields you want to search by. (**Note:** Academic Career is set to **Postsecondary**. To search for Continuing Education courses, you must set Academic Career to **Continuing Education**).
  - d. When classes come up, review the **time** and the **campus** where the course is offered. For detail on the class, click on the **Section** link.
  - e. When you have decided which section you want, click **“Select Class”**. Then click **NEXT**. This class will be placed in your **enrollment shopping cart**.
  - f. Click **Search** to look for additional classes.
10. If a class section is full, you have the option of being on a **waitlist**. NTC will contact you when you move from waitlist status to enrolled status. Limit yourself to one waitlist per course.
11. To enroll in the classes in your Shopping Cart, click **Proceed to Step 2 of 3**, then click **Finish Enrolling**.
12. Note the **Status** field. If the status is **Success**, you are enrolled in the class. If the status is **Errors**, you have **not** been enrolled and you must resolve the error. If you need assistance in resolving the error, contact NTC's **Student Help Desk at Ext. 1160**.
13. To print your class schedule, click **My Class Schedule** located at the bottom of the page. Click **Printer Friendly Page**. When the Class Schedule is displayed, click the **Printer icon**. Click **Return to My Class Schedule**.
14. **If you are Graduating, please complete the section “Apply for Graduation”.**

### **View My Class Schedule**

1. Click **View My Class Schedule**.
2. Select the **Term and Academic Career**, for which you want to see your Class Schedule. Click **Continue**.
3. Your **Class Schedule** will be displayed. Click **Printer Friendly Page**. When the Class Schedule is displayed, click the **Printer icon**. Click **Return to My Class Schedule**.

### **View My Appointment**

1. Prior to Registration, **students who are in a program** will be assigned an **Appointment**. This Appointment will inform the student of the date to begin enrolling in classes.
2. Click **View My Appointment**.
3. Select the **Term and Academic Career** (Post Secondary, if you are in a program), for which you want to view your Appointment. Click **Continue**.
4. **Appointment Date** will be displayed.

### **Apply for Graduation (It is NECESSARY that you complete the online form for Graduation!)**

1. Click **Apply for Graduation**.
2. Click on the desired **Graduation term**.
3. **Fill in the information** requested on the form.
4. **After completing the form, the system will automatically add “Graduation” to your class schedule and a \$35 graduation fee to your student account.**

## Academic History

### Academics Home

1. Click **Academics Home** (aka **My Academics**) to use a variety of functions available in my>NTC.
  - View my advisement report
  - Create a what-if scenario
  - View my advisors
  - Evaluate my transfer credits
  - View my transfer credit report
  - View my course history
  - View my unofficial transcript
  - Request Official Transcript (Select Post Secondary or Continuing Education)
  - Request enrollment verification
  - Apply for Graduation

### View My Degree Progress

(\***Degree Progress Report: A report that compares the courses needed to complete your degree to the courses you have already taken. It is useful in determining what you still need to meet the requirements of your program. It is advised that you view this report prior to online registration.**)

1. Click **View My Degree Progress**
2. Program requirements (courses required by term) will be displayed for each term (1<sup>st</sup>-4<sup>th</sup>). Note the status column on each course to view what has been completed.
3. Click the **Printer icon** to print the report.

**TIP: If you get a blank page when you print, click anywhere on the displayed page (in the white area) and then repeat the instructions above.**

### View My Grades

1. Click **View My Grades**.
2. Select the **Term** for which you would like to view grades.
3. Click the **Printer icon** to print the page.

**TIP: If you get a blank page when you print, click anywhere on the displayed page (in the white area) and then repeat the instructions above.**

### View My Transcript (This is an Unofficial Transcript)

1. Click **View My Transcript**.
2. Select Report Type by clicking the "Down Arrow"
  - a. Select **Post Secondary**, if you are in a Program (Nursing, Accounting etc).
  - b. Select **Continuing Education**, if you have taken non-Credit courses.
3. Click **View Report**
4. Select the report for the desired **Request Date** (usually today's date).

**NOTE: Official transcripts (with the NTC seal) must be requested in writing from Student Services. A signature is required to release records. A fee of \$5 per copy will be charged for an Official Transcript.**

## Financial Information

### View My Account Summary

1. Click **View My Account Summary**.
2. By Term, view Outstanding Charges and Deposits, Pending Payments, Pending Financial Aid and Total Due.
3. Click **Make a Payment** to pay charges online.

### Directions to Accept FA Awards

1. Click **Directions to Accept FA Awards**.
2. If you encounter a security alert, click **OK**.
3. You will be linked to the NTC website.
4. Follow the instructions provided.
  - Accept/Decline Awards - **AFTER receiving award notification from the NTC Financial Aid Office**
  - If you have a loan and are a first time borrower

- a. Complete Entrance counseling (link)
- b. Complete Master Promissory Note (MPN (link)

### **View My Financial Aid**

1. Click **View My Financial Aid**.
2. Click the desired **Aid Year** ( Aid Year is composed of a Fall, Spring, Summer Term set).
3. **Review your Award Summary by Term.**

### **Make a Payment (VISA/MC)**

Click **Make a Payment**.

1. Specify Payment Details.
  - Card Type, credit card number and expiration date.
2. Specify Payment Amount.

## **Personal Information**

### **Personal Portfolio Home**

1. Click **Personal Portfolio Home** (Defaults to “**Personal Information**” Tab). View or Update the following:
  - Addresses
  - Names
  - Phone Numbers
  - Email Addresses
  - Internet Addresses
  - Emergency Contacts
  - Demographic Information

### **Update My Email Address**

1. Click **Update My Email Address** (Defaults to “**Personal Information**” Tab). View or Update the following:
2. If you have a **Personal Email (other than NTC Student Email)** which you would like on file with NTC, click **Add an Email Address** and type in the requested information.
3. Click **Save**.

### **Update My Phone Number**

1. Click **Change Phone Number** (Defaults to “**Personal Information**” Tab). View or Update the following:
2. If you have a **Phone** which you would like on file with NTC, click **Add a Phone Number** and type in the requested information.
3. Click **Save**.

### **Change My Name or Address**

1. Click **Change My Name or Address**
2. If you encounter a security alert, click **OK**. A window opens.
3. Fill in the **Address and Name Change Request Form**.
4. Click **Submit**.
5. **Close** the window.

### **Change My Password**

1. Click **Change My Password**.
2. Type in your **new password** and **confirm it by typing it again**.
3. Click **Update Your Password**.

## External Links

**Blackboard**  
**On-Line Bookstore**  
**SkillSoft e-Learning**  
**Student Email**  
**Contact Us (NTC Website)**  
**Petition Process**  
**Quick Reference Guide**  
**Registration Packet**

## Signing Out

Click **Sign Out**, located in the upper right hand corner of the page (**Above Submit a Comment**).

## Need Additional Help? Contact the Student Help Desk...

NTC has a **Student Help Desk** to assist with problems. Please feel free to contact them with your questions.

**Student Help Desk Hours:** Check the lower right hand corner of the my>NTC sign-on page for onsite support hours. After hours (24/7) support is available. Use the phone number listed below.

*Telephone:*

715-803-1160, or  
1-888-682-7144, Ext. 1160

*E-mail:*

studenthelp@ntc.edu

## **SECTION 2: I DO NOT Have a Student ID (...and may want to take a class)**

Northcentral Technical College  
Wausau, Wisconsin

### **QUICK REFERENCE GUIDE**



- my>NTC will be unavailable Tuesday morning from 5:30 a.m. – 7:00 a.m.
- Contact the Student Help Desk at 715-803-1160, for system related problems.

#### **IMPORTANT**

1. At any time, click the “my>NTC **logo**” in the upper left corner of the page to return to your home page.
2. To download Adobe Acrobat Reader, go to <http://www.adobe.com/>
3. **NTC Student Email Accounts** are created automatically, within 24 hrs. of enrolling in a class.

### **1. To enroll in a Class, you must have a Student ID. Please follow the instructions below to create your student account and have a my>NTC Student ID assigned.**

#### **Go to "my>NTC"**

1. Use Internet Explorer.
2. Go to <http://www.ntc.edu>
3. Click on the **my>NTC** link (at top of page).
4. If a Security Alert pops up, click **O.K.**
5. You are now at the my>NTC **Sign In Page (or Guest Page)**.

#### **My>NTC Portal (Guest Page):**

##### **Create Your Student Account**

1. Click **Create your Student Account**.
2. Enter **Social Security Number** (no hyphens) and **E-mail Address**. Both fields are required. Click **Next**.
3. Type in **Personal Information** (Name, Address, Phone etc.). Click **Next**.
4. Type in **Other Information** requested. Click **Next**.
5. For verification, **retype the word that is displayed**, inside the grey area. The word will be unique for each person.
6. Click **Submit**.
7. You will get a **message** stating “my>NTC Student Account Activated”.
8. **Write down your ID** number for future reference. It is a 9 digit number.  
**Your Password is initialized to:** (lower-case) 1st 2 characters of first name, 1st 2 characters of last name and last 4 digits of Social Security Number (Example: John Doe's password would be jodo9999).
9. Click on “**Continue to my>NTC**” to enroll in a class or “**Sign Out**” to end your session.

## 2. To use your new NTC Student ID, follow the instructions below.

### Login in to “my>NTC”

1. There is a section under the my>NTC logo to **enter your username and password**:
  - a. Username: 9-digit student ID (Example: 1800xxxxx)
  - b. **Password:** (lower-case) 1<sup>st</sup> 2 characters of first name, 1<sup>st</sup> 2 characters of last name and last 4 digits of Social Security Number (Example: John Doe's password would be jodo9999).
2. Click **Sign In**.

## 3. To enroll in Continuing Education Classes, follow the instructions below.

### Search for Classes

1. Click **Search for Classes**.
2. Enter the **Catalog Number** **OR** click **Additional Search Criteria** to view additional fields. If you click Additional Search Criteria, fill in the additional fields you want to search by. (Note: Academic Career is set to Postsecondary. To search for Continuing Education courses, you must set Academic Career to Continuing Education).
3. Click the **Search Button** at the bottom of the page.
4. When classes come up, review the **time** and the **campus** where the course is offered. For detail on the class, click on the **Section** link. (You may want to write down the class number, which is in parentheses to the right of the catalog number, for later reference).
5. Click **Start a New Search** to look for additional classes.
6. Enter another catalog number and continue this process until you have selected all of your classes for the term.

### Enter classes in Enrollment Shopping Cart (For Later Enrollment)

You must enter class numbers when you fill your shopping cart. To “Search for Classes” ahead of time, please follow the instructions in the previous section titled, “Search for Classes”. Otherwise, search within the enroll function by following the directions below.

1. Click **Enroll in a Class (or the Enroll link in the Student Center)**.
2. Select the **Term and Academic Career** for which you would like to register for classes. Click **Continue**.
3. If you have been accepted into a program, select a term with an Academic Career of **Post Secondary**. If you want to take a miscellaneous **Non-Credit course**, select a term with an Academic Career of **Continuing Education**.
4. Enter a **Class Number** (under **Add to Cart**), then click **Enter**.
5. Click **Next**. (The class will be placed in your Shopping Cart).
6. Repeat steps 4 and 5 until you have all the desired classes in your Enrollment Shopping Cart.

When you are ready to **enroll** or **validate**, click **Student Center**. Then click on the **enrollment shopping cart link** (located beneath your weekly schedule) to display your selected classes.

- Select **Term** and **Career**, then click **Continue**.
- **Place a checkmark** in front of the classes you want to enroll in or validate.
- Click the **Validate** button to validate. Correct any **Errors** that come up.
- Click the **Enroll** button to enroll.

### Enroll in a Class

You must enter class numbers when you enroll. To “Search for Classes” ahead of time, please follow the instructions in a previous section titled, “Search for Classes”. Otherwise, search within the enroll function by following the directions below.

1. Click **Enroll in a Class**.
2. Select the **Term and Academic Career** for which you would like to register for classes. Click **Continue**.
3. If you have been accepted into a program, select a term with an Academic Career of **Post Secondary**. If you want to take a miscellaneous **Non-Credit course**, select a term with an Academic Career of **Continuing Education**.
4. Enter a **Class Number** (under **Add to Cart**), then click **Enter**.
5. Click **Next**.
6. Click **Proceed to Step 2 of 3 to enroll or repeat steps 4-5 to add more classes to the shopping cart..**
7. Click **Finish Enrolling (If you clicked Proceed to Step 2 of 3)**. You will be enrolled in the class(es) in your shopping cart. Be sure to check the Status on each class for any errors.

8. If you would like to enroll in more classes, click **Add Another Class** located toward the bottom of the screen. **Repeat Steps 4 through 7.**
9. **If you do not know the Class Number:**
  - a. Click the **Class Search** radio button under the class number box.
  - b. Click **Search**.
  - c. Enter the **Catalog Number** **OR** click **Additional Search Criteria** to view additional fields. If you click Additional Search Criteria, fill in the additional fields you want to search by. (Note: Academic Career is set to **Postsecondary**. To search for Continuing Education courses, you must set Academic Career to **Continuing Education**).
  - d. When classes come up, review the **time** and the **campus** where the course is offered. For detail on the class, click on the **Section** link.
  - e. When you have decided which section you want, click **“Select Class”**. Then click **NEXT**. This class will be placed in your **enrollment shopping cart**.
  - f. Click **Search** to look for additional classes.
10. If a class section is full, you have the option of being on a **waitlist**. NTC will contact you when you move from waitlist status to enrolled status. Limit yourself to one waitlist per course.
11. To enroll in the classes in your Shopping Cart, click **Proceed to Step 2 of 3**, then click **Finish Enrolling**.
12. Note the **Status** field. If the status is **Success**, you are enrolled in the class. If the status is **Errors**, you have **not** been enrolled and you must resolve the error. If you need assistance in resolving the error, contact NTC's **Student Help Desk at Ext. 1160**.
13. To print your class schedule, click **My Class Schedule** located at the bottom of the page. Click **Printer Friendly Page**. When the Class Schedule is displayed, click the **Printer icon**. Click **Return to My Class Schedule**.
14. **If you are Graduating, please complete the section “Apply for Graduation”.**

## 4. To pay for your class(es), follow the instructions below.

### Make a Payment (VISA/MC)

1. Click **Make a Payment**.
2. Specify **Payment Details** - Card Type, credit card number and expiration date.
3. Specify Payment Amount.

## 5. To sign out of my>NTC, follow the instructions below.

### Signing Out

Click **Sign Out**, located in the upper right hand corner of the page (**Above Submit a Comment**).

## 6. Other Information.

### To Get to Student Email

1. Click **Student Email** on the Blue Bar at the top of the screen.
2. Enter your **username and password**.  
**Username:** 9-digit student ID (Example: 2000xxxxx)  
**Password:** (lower-case) 1st 2 characters of first name, 1st 2 characters of last name and last 4 digits of Social Security Number (Example: John Doe's password would be jodo9999).
3. Click **Mail>Inbox** to view all your email. Double click on an entry to read it. Highlight an entry and use the delete button to delete it.

### Quick Reference Guide

1. Click **Quick Reference Guide**
  - a. Refer to Section 1, if you already have a NTC Student ID.
  - b. Refer to Section 2, if you do not have a NTC Student ID but would like one (for example, to enroll in a class).

## **Need Additional Help? Contact the Student Help Desk...**

NTC has a **Student Help Desk** to assist with problems. Please feel free to contact them with your questions.

**Student Help Desk Hours:** Check the lower right hand corner of the my>NTC sign-on page for onsite support hours. After hours (24/7) support is available. Use the phone number listed below.

*Telephone:*

715-803-1160, or  
1-888-682-7144, Ext. 1160

*E-mail:*

studenthelp@ntc.edu