

Northcentral Technical College  
Wausau, Wisconsin

**MY>NTC**  
**QUICK REFERENCE -**  
**CONTINUING EDUCATION**



3rd Edition – 03/06)

**my>NTC** is your online connection to Northcentral Technical College student information and services.

**Who should use this Guide? In general, “Non-Program” Students.**

**CONTINUING EDUCATION** courses are offered at NTC’s various campuses. These **Non-Credit courses** are taken for “**personal growth and development**”. They are not courses normally taken when working toward a degree in a specific program (such as Nursing, Accounting etc.). Class registration is required and **students must pay for the class at the time they enroll. Students who do not make a payment will be dropped from the course(s).**

**IMPORTANT**

1. At any time, click "Home" located on the blue bar at the top of the page to return to your personal home page.
2. Do not use the internet "Back" button. Use links and buttons provided on the pages.
3. To download Adobe Acrobat Reader, go to <http://www.adobe.com>.

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

1. Use Internet Explorer
2. Go to <http://www.ntc.edu>
3. Click on the **my>NTC** link
4. Click on **my>NTC** again

**Already Have a Login?**

1. Click on **Login to my>NTC**.
2. Enter User ID and Password.
3. Click the **Sign In** button.

**Don't Have a Login or Forgot Password?**

1. **Note: You must have an e-mail address in the system to use this function!**
2. Click on **Request a Login**.
3. Do you remember your student ID? Click **Yes** or **No**.
4. Type in the requested information (Yes, ID and DOB or No, SSN and DOB).
5. Click **Submit**.
6. Check your e-mail for your system-assigned password.
7. Return to the **my>NTC** window and click on **my>NTC**.
8. Click on **Login to my>NTC**.
9. Enter User ID and Password.
10. Click the **Sign In** button.
11. **Change Your Password** - Click **Change My Password**. This button is located in the column running down the left-hand side of your personal **Home Page**. After receiving a system-assigned password, it is strongly recommended that you change it to something meaningful that you will remember.

### Verifying Your Personal Information

(This information is located on the right-hand side of your personal **Home Page**.)

1. Validate your **Name** and **Address**. Click the **Change** button to make changes. Type your changes into the appropriate fields. Upon completion, your changes will be e-mailed to registration staff who will update your name and/or address in the system.
2. Check your e-mail address. Click the **Change** button to make changes or add a new e-mail.
3. Check your phone number. Click the **Change** button to make changes or add a new phone number.

### Viewing Total Due Charges

1. In the lower right-hand corner of your personal **Home Page**, view your current **Total Due Charges**. Your Balance Due **must be zero to register** for the next term.
2. When you enroll in new classes, the Total Due Charges amount will change accordingly.
3. For more detailed information on your account summary, click **View My Account Summary**. This is located in the column running down the left-hand side of your personal **Home Page**. Click on the **term** you wish to view. Click **View Account Detail** for further information.

### \*Term Activation For Continuing Education Classes – REQUIRED PRIOR TO ENROLLMENT\*

1. You must activate the term for which you want to enroll in classes **BEFORE** you actually start enrolling.
2. Click **Enroll in a Class**.
3. Click **Add a Term**. This is a link located toward the bottom of the page (under the Academic Career column).
4. Click on the **Term** (Academic Career of **Continuing Education**) you would like to “activate”. Basically, this is the **term in which you want to enroll**. The word “Processing...” will appear, along with a box containing text.
5. The text box will say “Adding the selected term... Periodically, press the “Check Status” button until the process finishes (you will be returned to the Select Enrollment Term page)”. The **term you activated should now be displayed in the list of terms**. Any Continuing Education term prior to the term activated will also be term activated through this process.
6. Click on the **term** you **activated**.
7. You may now **start to enroll** in classes. Refer to the **next section** to complete this process - starting at 2.

### Enrolling in Classes

**(NOTE: You must enter class numbers. Save time by writing them down in advance).**

1. After you have logged on, click **Enroll in a Class**.
2. Select the **term** in which you would like to enroll in classes. Select the term with an Academic Career of **Continuing Education**.
3. Click **Add Classes**, located along the bottom of the page.
4. Type the class numbers in the **Class Nbr Fields**.
5. If you do not know the Class Number: **Search**
  - a. Click the **Magnifying Glass** to the right of the field.
  - b. Enter a **Catalog Number** or other Search criteria. Click the **Search** button. All classes will be displayed for that catalog number.
  - c. When you have found the correct class, click the **Checkmark** button to the left of the Class Nbr. The system will automatically transfer the Class Nbr to the correct field.
6. 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.
7. After all of your classes have been entered, click **Submit**. Notice the **Status** field. If the status is **Success**, you are enrolled in the class. If the status is **Errors Found**, you have not been enrolled and must click "Errors Found" to find the problem. If you need assistance in resolving the error, contact NTC's student **Help Desk**. The telephone number is at the end of this guide under **Need Additional Help?**
8. To print your class schedule, click on the **Create PDF** button. Periodically click the **Check Status** button until the report finishes. (A "View PDF" link will appear. Click on it, then click the printer icon.)

### Viewing Your Grades

1. After you have logged on, click **View My Grades**. This button is located in the column running down the left-hand side of your personal **Home Page**.
2. Click the correct **Term**. Make sure you select a term with an Academic Career of **Continuing Education**.
3. **Class Information** and your **Grade** will be displayed, **if it has been posted**.

### **Printing Your Grades**

1. Click **File, Print**.
2. Click the **Setup** tab, then pick Orientation: **Landscape**.
3. Click **Print**.

**\* TIP:** If you happen to get a blank page, click anywhere on the displayed page and then follow the instructions above again.

### **Viewing Course Information**

1. After you have logged on, click **Course Info**. This is located in the column running down the left-hand side of your personal **Home Page**. Click the **Magnifying Glass** to the right of "Subject Area." Click the **Lookup** button to view a list of subjects. Click on a **Subject**.
2. Click the **Search** button. A list of **Course Offerings** for your selected subject area will be displayed. (**Note:** Entering a catalog number using **Exact Match** will only display one course. Entering a partial catalog number with **Wildcard** will display all courses beginning with that partial catalog number.)

### **Making a Payment**

After you have logged on, click **Make a Payment**. Have your credit card number available to complete this process. **Students taking Continuing Education courses must pay their course fees when they enroll. Students who do not make a payment will be dropped from the course(s).**

### **Signing Out**

Click **Sign Out** located on the blue bar at the top of your page.

### **Need additional help?**

NTC has created a **Student On-Line Help Desk**. You can contact the Student On-Line Help Desk with technical questions.

The Student Help Desk hours are Monday through Thursday 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 4:30 p.m. Phone calls and e-mails are monitored during the following non-office times: Monday through Thursday 5:00 p.m. – 9:30 p.m., Saturday 8:00 a.m. – noon, and Sunday 5:00 p.m. – 6:00 p.m.

#### *Telephone:*

715-675-3331, Ext. 4660, or  
1-888-682-7144, Ext. 4660

#### *E-mail:*

studenthelpdesk@ntc.edu  
(Please enter "Online Registration" in the subject field of your e-mail.)

**NOTE: my>NTC will be unavailable each morning from 5:30 a.m. – 7 a.m.**

