2019-2020 OTC Career Center
Student Computer Resources

WHAT IS MY USERNAME?
Your user name is a combination of the first letter of first name, followed by the first letter of your last name, followed by your OTC student ID number. You must use all seven digits of your student ID number, including any zeros. Remember login is case sensitive.

> First initial of your first name (Lower Case)
> First initial of your last name (Lower Case)
> Student I.D. Number (On Student I.D. Card)

Example: Jill Student (I.D. # 0011223)   User Name: js0011223

WHAT IS MY STUDENT DEFAULT PASSWORD?
> **First initial** of your first name (Upper Case)
> **First initial** of your last name (Lower Case)
> Birthdate with the 4 digit year 01012014

Example: Jill Student
Date of Birth 01/01/2014
Password: Js01012014

PASSWORD GUIDELINES:
- The password must have a minimum of 8 characters.
- Cannot be any of the last 10 passwords you have used.

Must have three of the following categories:
- At least one Upper Case Letter (A –Z)
- At least one Lower Case letter (a – z)
- At least one number (0-9)
- Special characters (i.e. @, $, !)

Choose your password wisely:
- Keep it to YOURSELF.
- *Do not* include your first or last name.
- *Do not* include your social security number or your student identification number.
- Be creative!
    o Use the first letter of each word in a phrase or pick a word and substitute a number for letters.
        ▪ **Password example:** S2ccessf2l

MyOTC
MyOTC is a portal that offers fast and easy access to OTC Email, Canvas, Grades, Student Planning, and other resources. To access MyOTC go to www.otc.edu and click on MyOTC button in the upper right hand corner of your screen.

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DO I HAVE AN OTC EMAIL ACCOUNT?

All currently enrolled students have an OTC email account. Access to email is available through MyOTC.

A student email address is in the following format:

> First initial of your first name (Lower Case)
>
> First initial of your last name (Lower Case)
>
> Student I.D. Number (On Student I.D. Card) @otc.edu

Example: js0011223@otc.edu

OTC email is the official channel for communication between faculty, staff, and students. Important information will be forwarded to students through OTC email including; critical deadlines, announcement of events, and course information.

CANVAS

Canvas is OTC's online learning platform. Use Canvas to view announcements, to access assignments and other course materials, and to discuss relevant concepts and readings with your classmates and instructors. For more information on Canvas, visit: https://online.otc.edu/students/canvas/

R:>Tech Education>Career Center>Events and Meetings>Orientation for Students>2019