

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

HOW DO I CREATE A NEW PASSWORD?

Do not use any part of your first or last name, social security or OTC ID numbers. Login is case sensitive. **Password Guidelines** - The first time you login to —MyOTC, you will be asked to accept the computer use agreement and to create a new password. The password must be **at least 8 characters** long and contain:

- 1) At least one Upper Case letter
- 2) At least one Lower Case letter
- 3) At least one number
- 4) Special characters (i.e., @, \$, !)

MyOTC

MyOTC is a portal that offers fast and easy access to Webmail, Blackboard, Emergency Notification, Access OTC, OTC Central, Resources, and Storage at OTC. To access MyOTC go to www.otc.edu and click on MyOTC button in the upper right hand corner of your screen. MyOTC is an essential tool to the OTC community.

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DO I HAVE AN OTC WEBMAIL OR E-MAIL ACCOUNT?

All currently enrolled students have an OTC e-mail account making OTC e-mail available anywhere there is Internet access. Access to e-mail is available through the “MyOTC” portal (<http://my.otc.edu>) (login and click the Webmail tab).

A student e-mail address will be 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

The OTC Webmail system is the official channel for communication of e-mail between faculty, staff, and students. Important information will be forwarded to students at their OTC e-mail account. This information includes, but is not limited to, critical deadlines, announcement of events, and course information.

CANVAS

This tab takes you to OTC’s online learning platform, Canvas. You may use Canvas extensively —to view announcements from your instructors, to access your assignments and other course materials, and to discuss relevant concepts and readings with your classmates and instructors. For more information on Canvas, visit OTC Online at www.otc.edu/online.

OTC CENTRAL

OTC Central is where you may view your class schedule, your degree audit, and your unofficial transcripts. To do this follow the steps below.

1. Go to otc.edu
2. Select “my.otc” in the top left corner, and log-in
3. Select the “accessOTC” tab
4. On the left will be OTC Central
5. Select “OTC Central-Academic Planning and Registration
6. Select Student Planning
7. Under Student Planning you can
 - View your class schedule
 - view your unofficial transcripts
 - view your degree audit