

# 2021-2022 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

**YOU SHOULD HAVE CREATED A PASSWORD WHEN YOU APPLIED. IF YOU NEED HELP REMEMBERING YOUR PASSWORD HERE ARE THE GUIDELINES.**

## 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!
  - Use the first letter of each word in a phrase or pick a word and substitute a number for letters.
    - **Password example:** S2ccessf2l

## DO YOU NEED YOUR PASSWORD RESET?

Please call (417) 447-8126, for assistance.

## 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](http://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](mailto: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 from the Career Center and instructors, 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/>