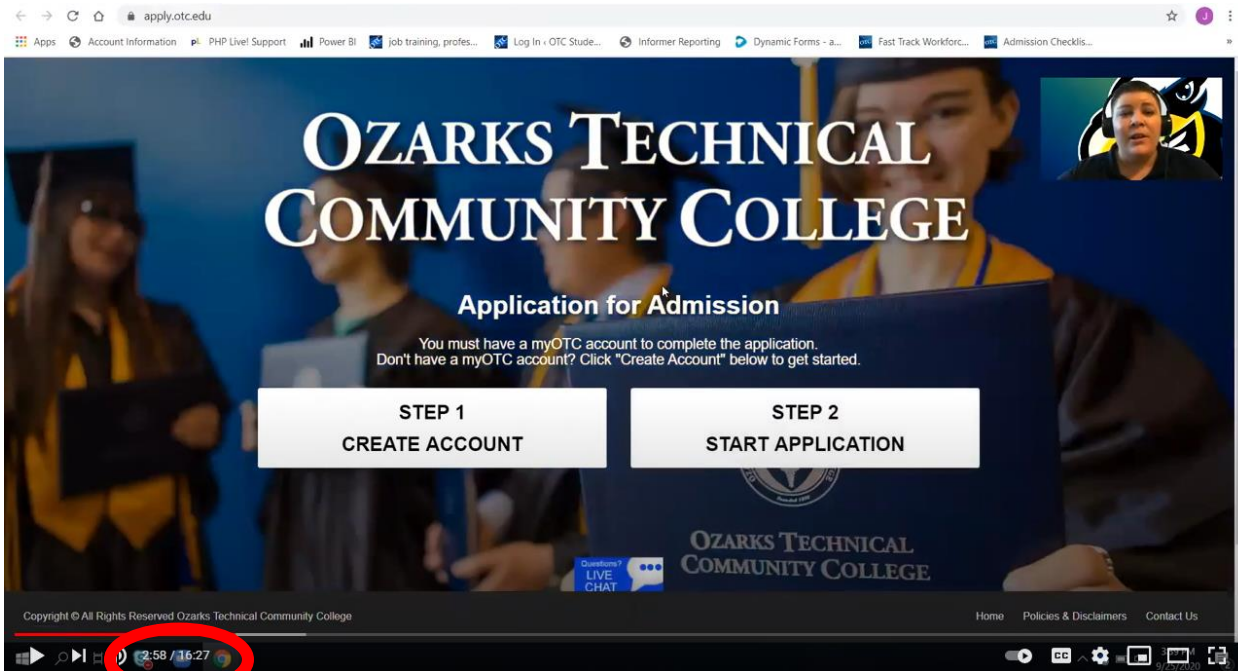


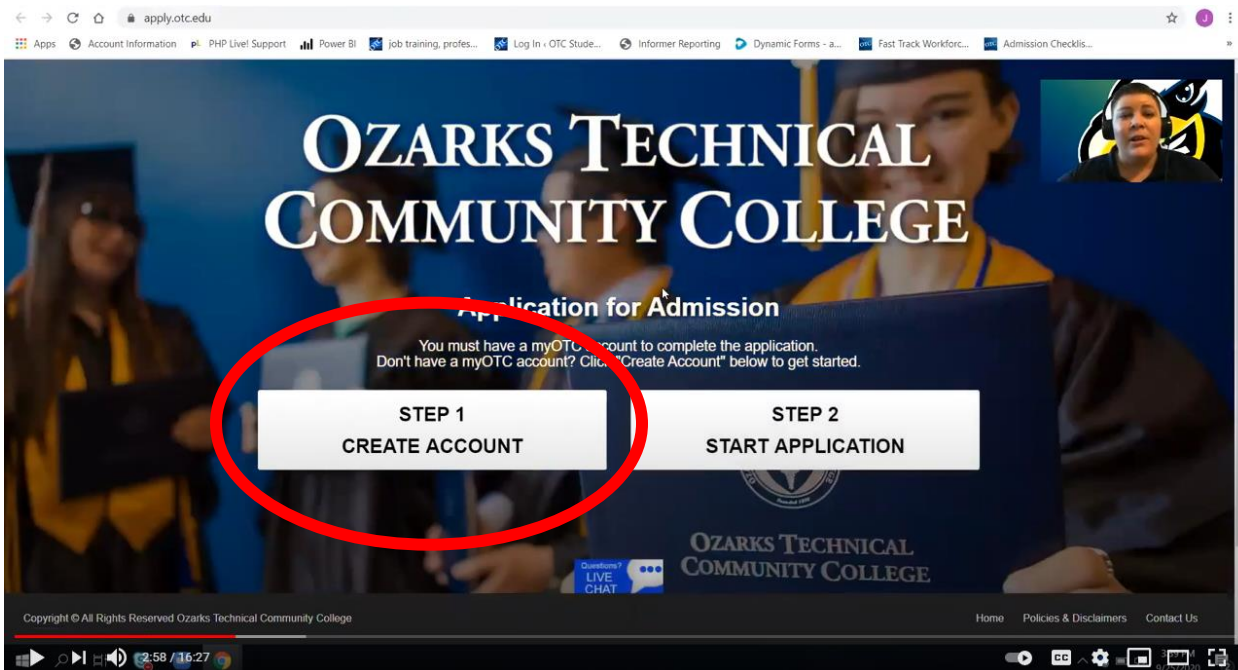
Written Instructions for Account Creation and Application

****Dual Credit students should skip ahead to the 2:58 mark and hit play when you see Ozarks Technical Community College – Application for Admission. (As seen below)**

This is a 2 Step process, but it should take you no longer than 10 minutes to complete both steps!



STEP 1 – CREATE ACCOUNT!



Enter an email address – DO not use your High School email address. You will want to use an email you will have access to AFTER you graduate High School.

OTC Admissions Department - OTC First-Time Student Checklist - OTC Create Account

apps.otc.edu/account

Apps Account Information PHP Live! Support Power BI job training, profes... Log In - OTC Stude... Informer Reporting Dynamic Forms - a... Fast Track Workforc... Admission Checklis...

OZARKS TECHNICAL COMMUNITY COLLEGE

Welcome to Ozarks Technical Community College! Create your MyOTC account here.

Demographics Address Verification

Fields marked with a * are required.

Personal Email*
oswaldeagles@gmail.com

You will need to have access to this email in order to complete the account creation process.

Social Security Number*

Verify Social Security Number*

First*
Oswald

Middle
Middle Name

Last*
Eagles

Suffix
▼

Do you have a previous name?
No

Sex at Birth*
Male

Birthdate (MM/DD/YYYY)*
Birthdate

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Please fill out all information accurately: Demographics, Address, Verification

After completing your Demographics and Address, you will receive this message:

OTC Admissions Department - OTC First-Time Student Checklist - OTC Create Account

apps.otc.edu/account

Apps Account Information PHP Live! Support Power BI job training, profes... Log In - OTC Stude... Informer Reporting Dynamic Forms - a... Fast Track Workforc... Admission Checklis...

OZARKS TECHNICAL COMMUNITY COLLEGE

Welcome to Ozarks Technical Community College! Create your MyOTC account here.

Demographics Address Verification

One More Step

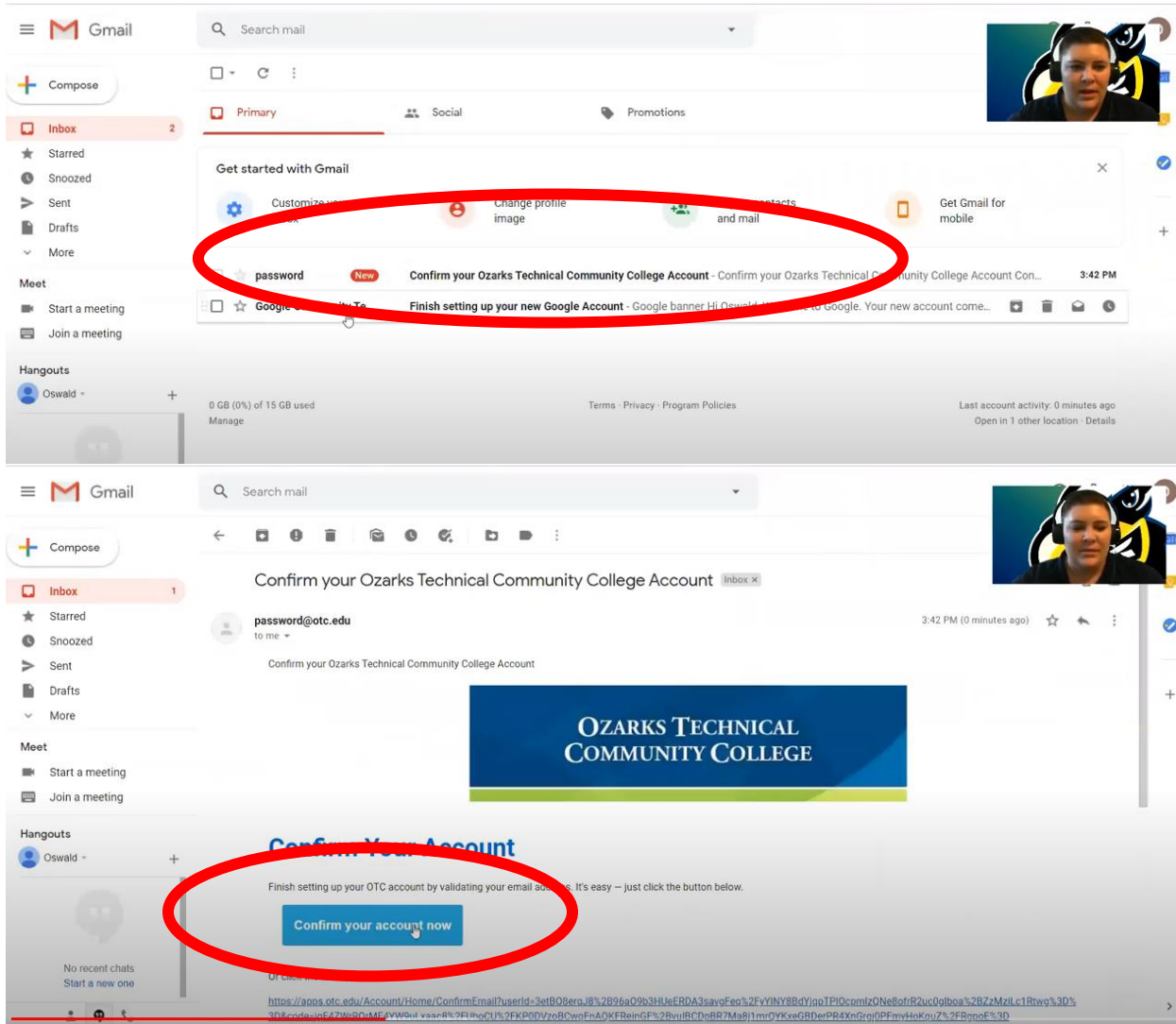
We have sent a verification email from password@otc.edu with a link to activate your account to **oswaldeagles@gmail.com**. If you cannot find the email, please also check the Junk/Spam folder. Email validation tokens are only good for 24 hours. Once expired you would need to start the account creation process again. If you no longer have access to this email account please contact our Student Services team at 417-447-6900.

You may now close this window.

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Verification Process – CHECK YOUR EMAIL NOW – This will give you instructions on the next step. This is instantaneous!
Open Email and Click Confirm Your Account Now!



Your Assigned OTC Username will be automatically generated. Please make a note of this, you will use it often. We recommend taking a picture of it to save in your phone.

Create your password



You should make a note of your username and password. You will need them to complete the admissions application.



Username

oe0955450

New Password *

Re-enter new password *

Password complexity requirements


Cannot contain your username.
Contains at least eight characters.
Contains characters from three of the following four categories:


- Upper case alphabet characters (A-Z)
- Lowercase alphabet characters (a-z)
- Numbers (0-9)
- Special characters (for example, \$, %, !)

Cannot include your first or last name.
Cannot include your social security number or your student ID number.

Next

Your Account has been created and verified – ON TO STEP 2 – APPLY!





Welcome to Ozarks Technical Community College. Activate your MyOTC account.

Activate

Results

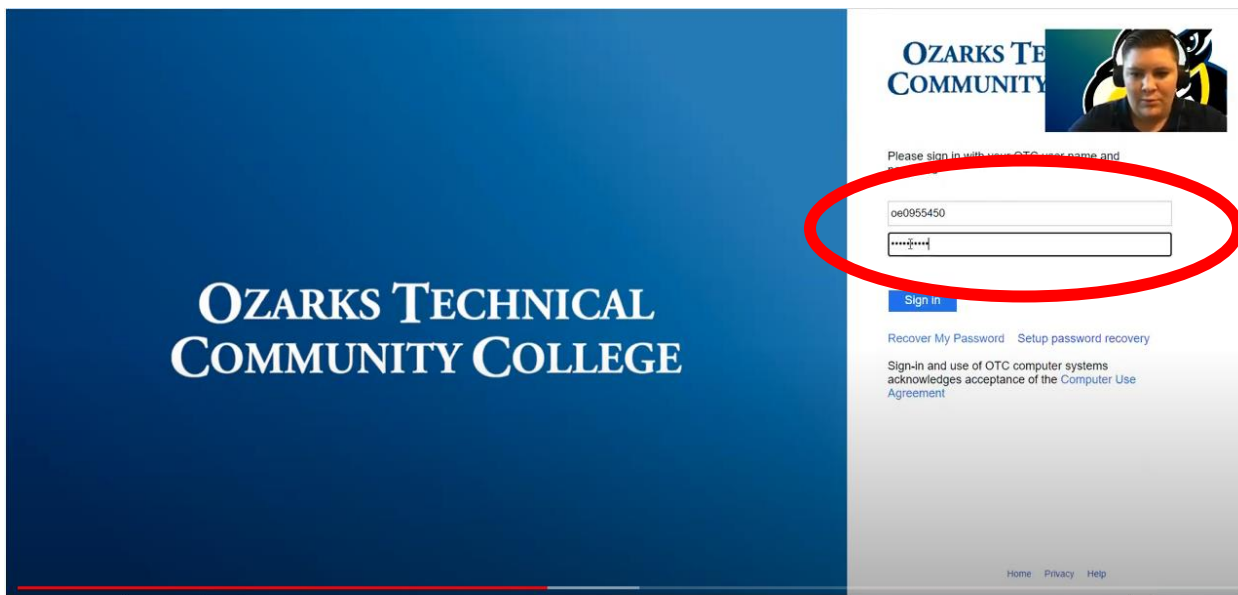
Congratulations

Your MyOTC account has been created. You must complete the application within 7 days in order to keep your account active. After 7 days, you will need to start the account creation process again.

Step 2

Start Application

Sign in using your USERNAME and PASSWORD



OZARKS TECHNICAL COMMUNITY COLLEGE

Please sign in with your OTC user name and password

oe0955450

Sign in

Recover My Password Setup password recovery

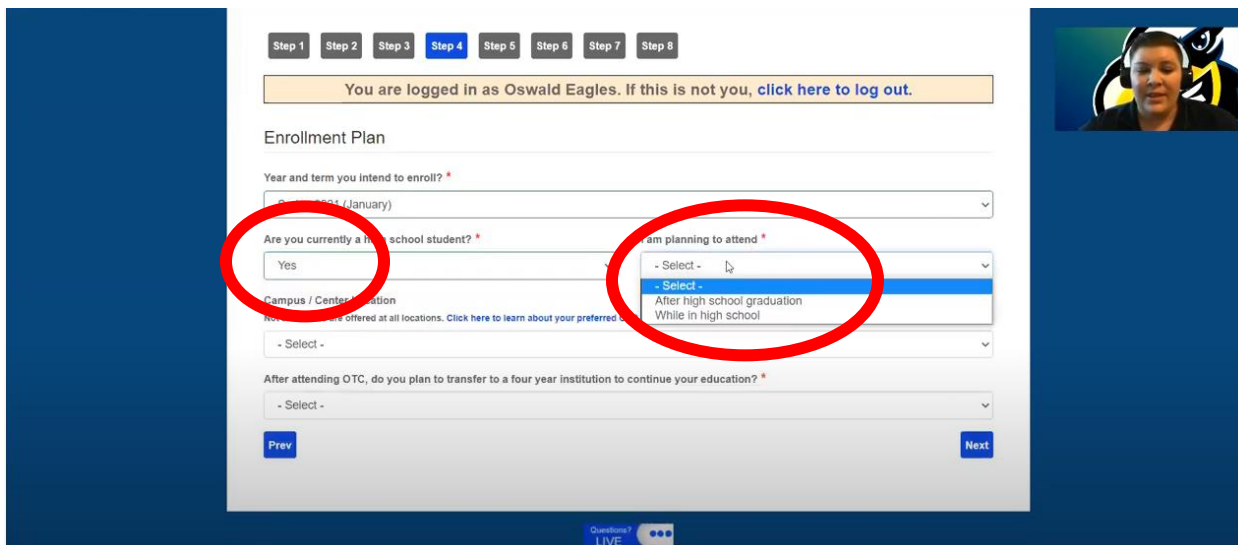
Sign-in and use of OTC computer systems acknowledges acceptance of the Computer Use Agreement

Home Privacy Help

Complete your application! 8 Easy STEPS. Most steps are very self-explanatory, please see the notes here for STEP 4 to insure you are enrolled as a Dual Credit Student.

STEP 4 – ENROLLMENT PLAN

- Are you a High School Student – Select YES
- I am planning to attend* - Choose WHILE IN HIGH SCHOOL



Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7 Step 8

You are logged in as Oswald Eagles. If this is not you, [click here to log out.](#)

Enrollment Plan

Year and term you intend to enroll? *

Spring 2024 / January

Are you currently a high school student? *

Yes

I am planning to attend *

Select -

Select -

After high school graduation

While in high school

Campus / Center location

Select -

After attending OTC, do you plan to transfer to a four year institution to continue your education? *

Select -

Prev Next

Questions? LIVE

Type of Student (While in High School) – CHOOSE DUAL CREDIT

Type of student (While in high school)

****These programs are not eligible for financial aid**

- ☐ Career Center** (Students spend half-day at the OTC Campus in a technical program of study and the other half-day at their home high schools. Juniors or seniors attending Ash Grove, Bolivar, Clever, Everton, Fair Grove, Fordland, Marion C Early, Marshfield, Nixa, Pleasant Hope, Republic, Logan-Rogersville, Seymour, Sparta, Springfield, Strafford, Walnut Grove, or Willard are eligible to attend the Springfield Campus. Juniors or seniors attending Branson and Hollister are eligible to attend limited programs at Table Rock Campus. Additionally, Career Center Ag program now available at District of Marion. Payment is made by the sending school district upon acceptance.)
- ☐ **Dual Credit**** (Students 16 years of age and older can enroll in select college classes, at their high school or online, for a reduced tuition cost. See your school representative for class and payment options, along with how college classes count toward high school credits. Classes are available in fall and spring only.)
- ☐ Early Start** (Students 16 years of age and older can enroll in college class subjects of their choosing, at any OTC location or online. Students self-pay at the regular OTC tuition rate.)
- ☐ College Now** (Formerly FastTrack)(Students from select high schools - Hollister, Laquey, Ozark, or Waynesville - can participate in classes at an OTC location or online. The high school pays for tuition and fees, and approves the course subjects and format.)
- ☐ Middle College** (Students attend both high school and college classes on the Springfield campus working towards an Associate of Arts degree or a pathway within career and technical education. Juniors and seniors attending Central, Glendale, Hillcrest, Kickapoo, Parkview, Logan-Rogersville, Nixa, Sparta, or Everton are eligible to apply. Tuition is paid for by the sending school district upon acceptance.)

Continue with the remaining steps in the Application.

The Last step is to verify and agree to the Statements and click REVIEW & SUBMIT
SUBMIT

and submit a statement of intent to prove readiness to transfer credits to the receiving institution. Students planning to transfer accept the responsibility for verifying the acceptability and/or degree applicability for OTC credit at the other institution. Email is considered the primary method for communication at OTC. Email communications are intended to meet the academic and administrative needs of the campus community. The college has the right and expectation that such communications will be received and read in a timely fashion. To enable this process, the college ensures that all students can be accessed through a standardized, college issued email account throughout their academic time at OTC. Use of tobacco at any OTC campus or education center is prohibited.

Direct inquiries related to employment practices to Ozarks Technical Community College should be directed to:
OTC Human Resources
1001 E. Chestnut Expressway, Springfield, Missouri 65802
Email: hr@otc.edu
Telephone: 417-447-2632

Direct inquiries regarding students, prospective students, and third parties should be directed to:
OTC Equity and Compliance
1001 E. Chestnut Expressway, Springfield, Missouri 65802
Email: EquityandCompliance@otc.edu
Telephone: 417-447-8188

- ☒ I agree to abide by the statements on the OTC application, and I certify the information I have provided on this admissions application is correct to the best of my knowledge.
- ☒ I acknowledge that I have read this Financial Responsibility Agreement in its entirety, and I fully understand the obligation undertaken in regards to my registration and resulting financial debt.*

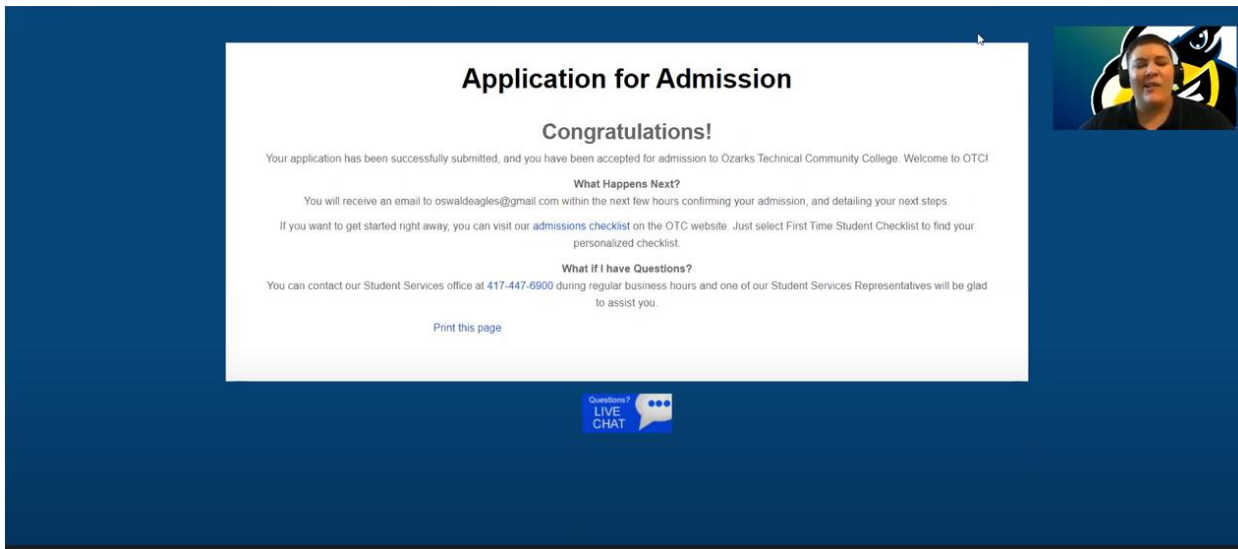
[Review and Submit](#)

[Prev](#)

Questions?
LIVE
CHAT

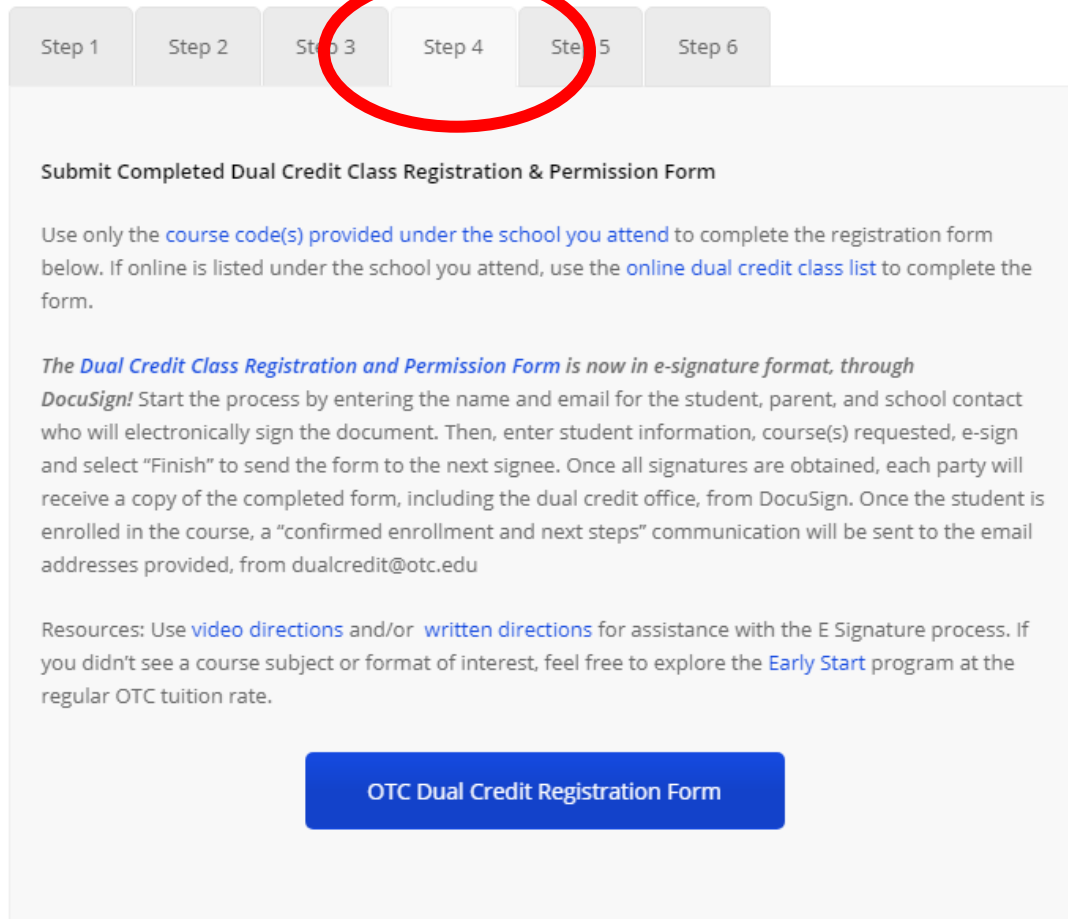


When you see this page, your application is complete!



Now, please go to Step 4 in the Enrollment Steps to select your classes (at your high school or online) and Complete the OTC Dual Credit Registration Form

<https://academics.otc.edu/dualcredit/dual-credit-admission-process/>



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Submit Completed Dual Credit Class Registration & Permission Form

Use only the [course code\(s\)](#) provided under the school you attend to complete the registration form below. If online is listed under the school you attend, use the [online dual credit class list](#) to complete the form.

The [Dual Credit Class Registration and Permission Form](#) is now in e-signature format, through DocuSign! Start the process by entering the name and email for the student, parent, and school contact who will electronically sign the document. Then, enter student information, course(s) requested, e-sign and select "Finish" to send the form to the next signee. Once all signatures are obtained, each party will receive a copy of the completed form, including the dual credit office, from DocuSign. Once the student is enrolled in the course, a "confirmed enrollment and next steps" communication will be sent to the email addresses provided, from dualcredit@otc.edu

Resources: Use [video directions](#) and/or [written directions](#) for assistance with the E Signature process. If you didn't see a course subject or format of interest, feel free to explore the [Early Start](#) program at the regular OTC tuition rate.

OTC Dual Credit Registration Form