

My PTC

**Student Information Access for
Student-designated User**

PTC

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Student Information Access for Student-Designated user

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NOTE

Some items require you have Acrobat Reader installed, which you can download free from <http://www.adobe.com>. Also, please be aware that you may need to disable your web browser's popup blocker.

1. What is MYPTC?

My PTC lets students and designated users easily access information like grades, financial aid information, enrollment verification, schedules, and parking permits. Read on to see how you can use the My PTC site to enhance the student's education experience!

2. INTRODUCTION TO MYPTC LOGIN



Login

Students
 Student-designated User

Username

Password

Login

[Student Instructions](#) [Parent Instructions](#)

[Change Network Password](#)

MyPTC
Your gateway to grades, financial aid information, and transcripts. PTC students and their designated users also can access the student information portal for the latest information on student activities, school calendars, job search links, and library resources.

Supported Browsers
MyPTC supports Internet Explorer 9.x and up, Mozilla Firefox, and Chrome on the PC. MyPTC also supports Safari on the Mac.

Figure 1.1

When you first navigate to the site, you will be presented with the login screen (**Figure 1.1**). Here, parents should **choose** “Student-designated user” and **login** with the **credentials** that their student **created** for them.

Once the student-designated user has logged in, that user will be presented the screen that is shown below, in **Figure 1.2**

The screenshot shows a user profile page. On the left is a vertical navigation menu with 18 items, each preceded by a right-pointing chevron: Home, Class Schedule, Current to Date Grades, Complete Transcript, Select Elective Courses, Financial Aid Letters, Financial Plans, Acknowledgement and Release, Health History, Parking Permit, Student Enrollment Verification, 1098T, Consumer Information, Forward Student Email, and Users Accounts. On the right, under the heading 'Change Password', there are five input fields labeled Student, Username, Email, Address, and Messages.

Figure 1.2

On the right-side of the screen, you will see the Student’s Name, the Username of the student, the Student’s Email account, the Address of the student, and any important messages displayed. You can use the link at the top of the page to change your password (See Change Password).

Depending on the permissions assigned to the Student-Designated User, the list of menu options you see on the left side of the screen will vary. (The Student-Designated User will only see the menu options that the Student assigned to them).

3. Change Password

The Student-Designated user can change their password from the original password assigned to them, or at any time by simply clicking the “Change Password” link at the top of the page (**Figure 1.2**).

After clicking the “Change Password” link you are taken to a page similar to the one shown below in **Figure 1.3**.



The screenshot shows a web form titled "Change Password". It contains three text input fields, each with a placeholder text "*Least 6 Characters". The first field is labeled "Old Password", the second "New Password", and the third "Confirm Password". Each field contains six asterisks. Below the fields is a button labeled "Change Password".

Figure 1.3

To **change** your password, **enter** in your old password that your student gave to you in the “Old Password” field, **enter** in your new password in the “New Password” field and in the “Confirm Password” field. **Click** the “Change Password” button. ****Please note that your new password must be at least 6 characters or greater****

If your new password **creation** is successful you should see the following under the “Change Password” button shown below in **Figure 1.4**. That will be your new password until you **change** it or your son or daughter **changes** it.

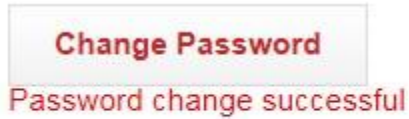


Figure 1.4

When you are ready to go back to the main “My PTC” screen click the "Home" link on the left side navigation bar, or if you are done with your session simply click the “Log Out” option, both shown below in Figure 1.5.

