

My PTC

Student Information Access

PTC

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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 easily access their education information like grades, financial aid information, enrollment verification, schedules, and parking permits. The site also lets a student create accounts for their parents to access to this information as well. Read on to see how you can use the My PTC site to enhance your education experience!

2. INTRODUCTION TO MYPTC LOGIN



i 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, students should click the "Students" option and then **login** with their **PTC** login **credentials** while parents should **choose** "Student-designated user" and **login** with the **credentials** that their student **created** for them (See Creating User Accounts).

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

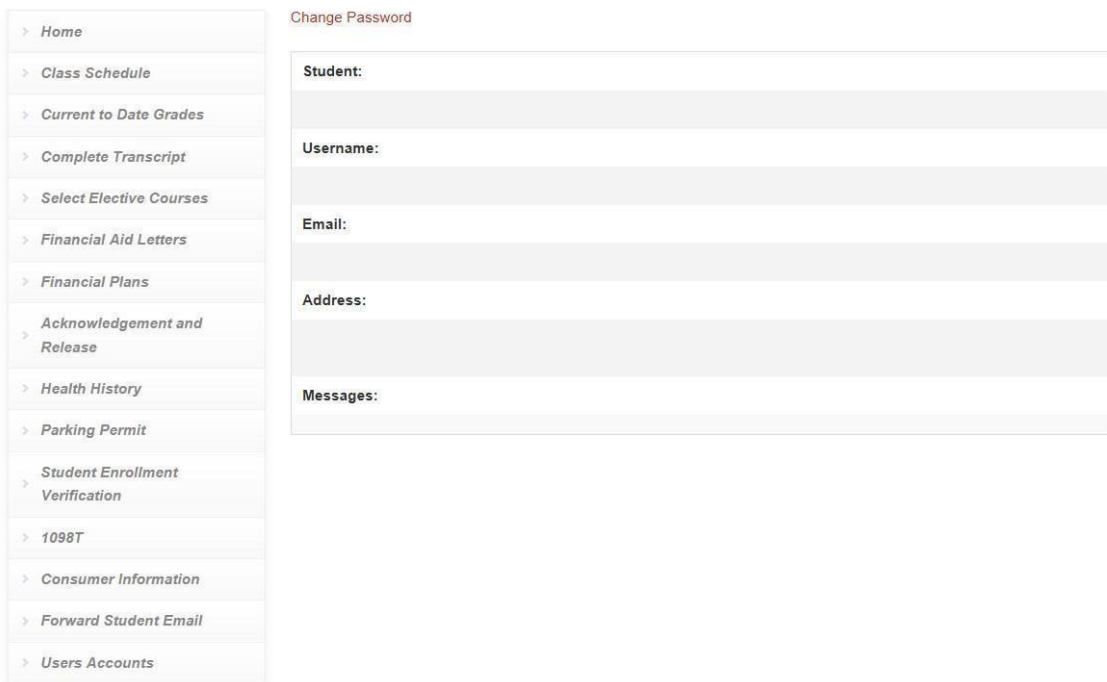


Figure 1.2

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.

Depending on whether you are logged in as the Student, or the Student-Designated User, the list of menu options you see on the left side of the screen will vary. The Student will see all of the options shown. The Student-Designated User will only see the menu options that the Student assigned to them (See Creating User Accounts).

3. CREATING USER ACCOUNTS



Figure 1.3

When the Student is logged in, the Student can create User Accounts for parents or anyone else to view important education information. For example, parents may want to view grades and financial information, or they may need to print enrollment verification for insurance purposes. Either way, a User Account can be created for them so that they can do this on their own.

When you first click on “User Accounts” in the left hand menu, you will be presented with the screen that looks like **Figure 1.3**. Since there are no user accounts created, there are none to display. To create a user account:

1. Click on Add User
2. You are greeted with the following options shown in **Figure 1.4**.

Add User

Username *Valid Email Address

Password *Least 6 characters

Permissions

- 1098T
- Acknowledgement and Release
- Class Schedule
- Complete Transcript
- Consumer Information
- Current to Date Grades
- Financial Aid Letters
- Financial Plans
- Forward Student Email
- Health History
- Portal
- Select Elective Courses
- Student Enrollment Verification
- Users Accounts

Add User

Figure 1.4

3. Enter a valid Email name of the designated user. This email will also be the login name for the user.

4. Enter a password for the designated user. The password must contain at least 6 characters.

5. Assign the permissions that you would like the user to have access to.

6. When you click Add User, the account will be created and ready to use. An email will be sent to the user and the account will be set up and ready to use.

7. Also, after clicking the “Add User” button, you will see a list of accounts displayed on the next page.

4. CHANGE OR DELETE USER ACCOUNTS

1. Click on the User Accounts menu option
2. A list of user accounts will be displayed like **Figure 1.5**

Users Account Info

	Username	
Select	testing@test.com	Delete

Add User

Figure 1.5

3. Click “Select” to change a user account permissions
4. Click “Delete” to remove a user account
5. Click “Add User” to add another user account

When you are **done** with your “My PTC” simply **click** Log out, shown in the bottom right corner of your screen, at any time to close your session.