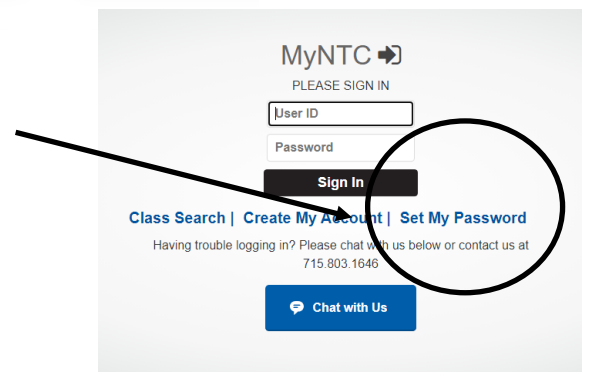
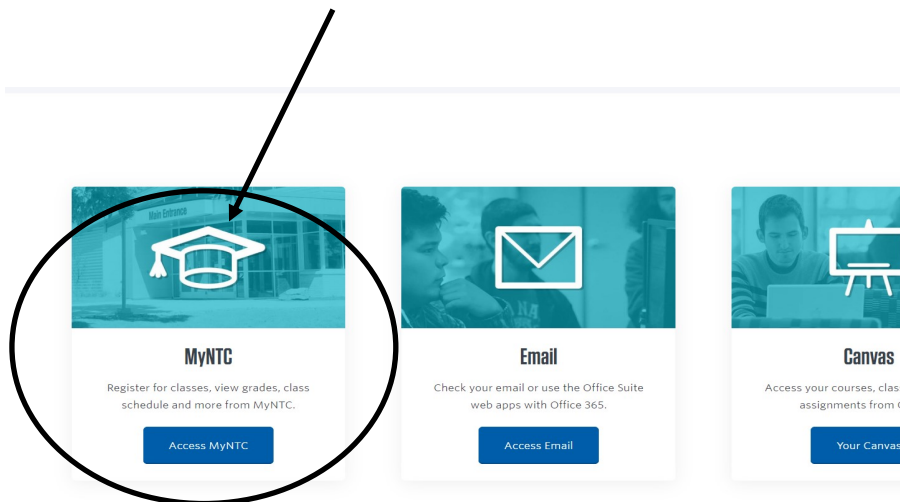
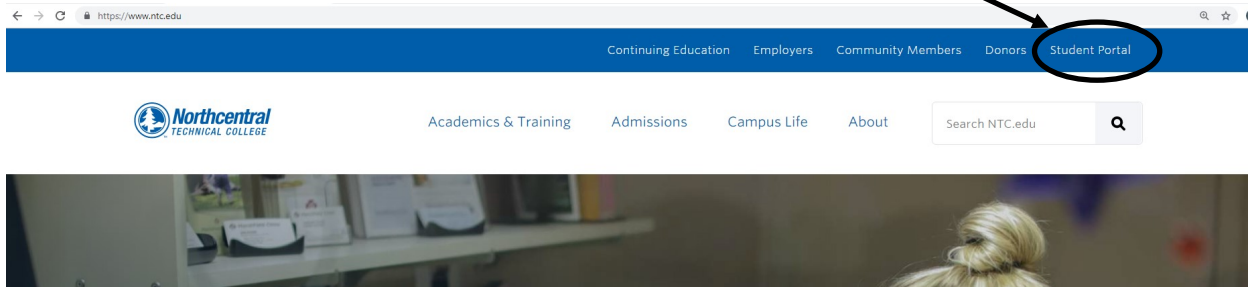


What to do if you forgot your NTC ID or NTC Password

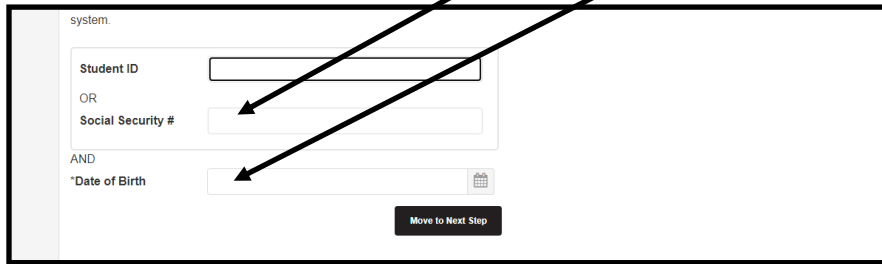
You can still access your NTC records as long as you:

- Know your Social Security Number
- Know your birthdate

1. Launch an Internet browser.
2. Navigate to **www.ntc.edu**
3. Select **Student Portal**
4. Scroll down and select **Access MyNTC**
5. Click on **Set My Password**

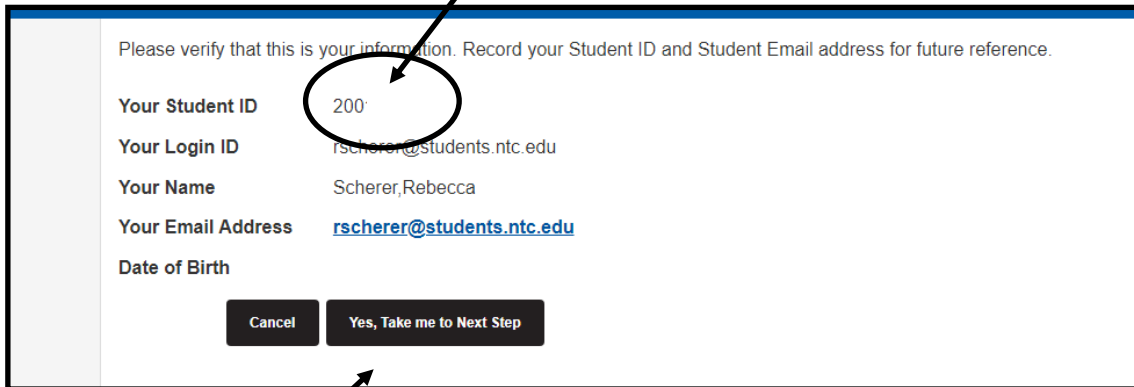


6. Now Enter your **Social Security #** AND your **Date of Birth**, then click on **Move to Next Step**



A screenshot of a web form titled "system." with the following fields: "Student ID" (empty), "OR", "Social Security #" (empty), "AND", and "Date of Birth" (empty with a calendar icon). A "Move to Next Step" button is at the bottom. Two arrows point from the text above to the Social Security # and Date of Birth fields.

7. On the next screen, make sure that the information NTC presents is YOUR information . . . Your NTC ID should be included with this information.



A screenshot of a verification screen with the heading "Please verify that this is your information. Record your Student ID and Student Email address for future reference." The information displayed is: "Your Student ID" (200), "Your Login ID" (rscherer@students.ntc.edu), "Your Name" (Scherer, Rebecca), "Your Email Address" (rscherer@students.ntc.edu), and "Date of Birth" (empty). At the bottom are "Cancel" and "Yes, Take me to Next Step" buttons. An arrow points from the text above to the circled "200" Student ID.

8. If you need to reset your password, then choose **Yes, Take me to the Next Step**