

CONGRATULATIONS! YOU'VE ENROLLED IN CLASSES.

Here's how to prepare
for the semester.



- 1) **Sign into your all-in-one student portal, OneLogin.** www.nctc.edu click on OneLogin at the top of the page.
 - a. Your username and temporary password were sent in an email from admissions@nctc.edu when you first applied. If you did not receive it check your spam folder or email dmannion@nctc.edu to have it resent. If you have trouble activating or accessing your OneLogin contact our NCTC Help Desk 940 498-6288.

- 2) **Setup Payment**
 - a. Payment Options
 - i. Pay in full through MyNCTC Portal, by phone, or in person through the NCTC Business Office. 940 498-6255.
 - ii. Setup a Payment Plan – Sign in to OneLogin. Go to MyNCTC\Student Service tab\Financial on the left side of the page. Directions and billing are on the right side of the page under Paying for Classes and Payment Options.

- 3) **CHECK your Schedule to make sure your classes are correct and when classes begin!**
 - a. You can view your schedule on MyNCTC/Student Services tab/My Course Schedule on the top right.
 - i. Both online and in-person classes will be viewable on Canvas (NCTC Canvas) on the first day of class as noted on your schedule. You can access Canvas through the OneLogin portal.

4) Setup your NCTC Student Email Account.

- a. Sign in to OneLogin. Select Office 365. This brings you to your NCTC LionPride student email.
 - i. The first time you open your email, you'll enter your time zone. Then click Mail to view your inbox.
 - ii. You can forward our student email to your personal email account under settings-then all your important NCTC emails can be forwarded to your personal inbox!

5) Get your textbooks

- a. Visit the NCTC Bookstore website <https://www.nctc.edu/bookstore/index.html> to search for books and supplies needed based on each course name and number. Order your books through the same website to have them shipped, or select an NCTC campus pickup location.