

Tips for Success in Online Courses





## **ONE LOGIN**

Onelogin provides easy access to various NCTC applications/services. When you log in, you will have access to all applications within the portal without an additional login page for each application. Our goal is to roll out services that are compatible with Onelogin so that we continue to provide a central location for convenient and safe access for the entire college community.

To access your NCTC accounts, follow these simple steps:

- 1. Visit <u>OneLogin</u>
- 2. Enter your NCTC Username and click continue. Your NCTC Username follows this pattern of your last name, first initial, 6 numerical digits.
  - If your name is John Doe, your NCTC Username will look like **doej123456**.
  - If you are unsure of your NCTC Username or have issues logging in, please reference your initial NCTC Admissions Status email, contact <u>Admissions</u>, or the <u>ITS HelpDesk</u> for additional assistance.
- 3. Click the "Continue" button. A place to enter your password will appear.
- 4. Enter your Password (similar to your computer password when accessing an NCTC computer) and click the "Continue" button.
  - If you are unsure of your NCTC Password or have issues logging in, please reference your initial NCTC Admissions Status email, contact <u>Admissions</u>, or the <u>ITS HelpDesk</u> for additional assistance.
- 5. On your *first* login, you will:
  - Read, review, and accept NCTC's OneLogin policy.
  - Once logged in, you will be prompted for security questions. Please fill out security questions so you can recover your password if you ever need a reset.
    - For added security, a few of these security questions will be asked every time you log in from outside an NCTC Campus.
    - Have an Android or iPhone? Learn how to add <u>additional options</u> for 2-Factor Authentication.
  - After entering security questions, you will land on your profile page with all account information listed.
  - Change your password
  - Use the mouse to hover over your name in the top right of your screen and select "App Portal/Home" and select the "All Apps" tab to view your available apps.

**NOTE:** Due to the requirement that the MyNCTC course is available to the public when you click on MyNCTC through OneLogin, you will land on the main NCTC homepage and your login information will be entered for you. If you access MyNCTC directly, you will need to enter your login information manually. Other applications will log you instantly without this added step.

Video Walkthrough

http://www.nctc.edu/onelogin.html