

User ID/Password

- If you don't know/forgot your **User ID** or **Password**, click on the link **Need to Create a Password**
- Complete the requested information and click **Submit**.
- Click on the link **Continue to Home Page** to sign on to *My LTC*.

Student Email

- You have an LTC mail (email) account.
- Open Internet Explorer® or another browser.
- Go to **login.microsoftonline.com**.
- Your email address is your **full last name + the last 5 digits of your LTC student ID number followed by @gotoltc.edu** (example: John Smith's email address is smith45678@gotoltc.edu).

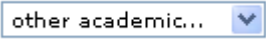

- (There may be exceptions to this standard for a variety of reasons.)
- Your initial password is the first 2 letters of your first name, first 2 letters of your last name, and last 4 digits of your social security number (or last 4 digits of your student ID number).

LTC expects students to check their LTC email account weekly to stay current with college-related communication.



Class Search

- Click **Search** link.
- Select **Lakeshore Technical College** for the institution.
- Enter or select **Term** from the lookup.
- Select appropriate **Course Career**.
- Complete at least 2 criteria.
- Click **Search**.
- To register, you will need the 5-digit (**Class Nbr**).
- The **Status** column identifies whether the class has openings (green circle) or if it is full (blue square).

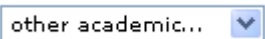

Enroll in a Class

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Enrollment: Add** from the dropdown

- Click .
- Select the appropriate term and academic career (example: Fall 2008 Undergraduate), if available.
- Click **Continue** button, if available.
- Click **Search** button (green) to search for class number(s), if unknown.
 - Select appropriate **Course Career**.
 - Complete at least 2 criteria.
 - Click **Search** button.
 - Click **Select Class** button for desired class.
- Click **Next** button.
- Click **Proceed to Step 2 of 3** button.
- Click **Finish Enrolling** button.
- **Success** should appear next to your class(es). View **Errors Found** to determine the error.
- To print a schedule, click on **My Class Schedule** link.
- Click on **File, Print, Print**.

Drop a Class

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Enrollment: Drop** from the dropdown

- Click .
- Select the appropriate term and academic career (example: Fall 2008 Undergraduate), if available.
- Click **Continue** button, if available.
- Place a checkmark in the **Select** box next to the classes to be dropped
- Click the **Drop Selected Classes** button.
- Click the **Finish Dropping** button.
- **Success** should appear next to your class(es). View **Errors Found** to determine the error.
- To print a revised schedule, click on **My Class Schedule** link.
- Click on **File, Print, Print**.

My Class Schedule

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Class Schedule** from the dropdown

- Click .
- Select the appropriate term and academic career (example: Fall 2008 Undergraduate).
- To print a schedule, click on **My Class Schedule** link.
- Click **Continue** button, if available.
- Click on **File, Print, Print**.

Cumulative GPA

- The **Cum GPA** appears on the last line of the Undergraduate Record on a transcript.



Careers

- Continuing Education = noncredit classes
- Extended Education = DO NOT SELECT
- Undergraduate = credit classes



Enrollment Appointments

- Log into *My LTC*.
- Click on **Student Center** link.
- The enrollment appointment appears on the right-hand side under **Enrollment Dates**.
- Click the **details** link to view the earliest date and time you can register online for undergraduate classes for the next term/semester. For continuing education registration dates, contact Student Services at 920.693.1366.

Enrollment Verification Request

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Enrollment Verification** from the dropdown 
- Click .
- Complete/select necessary information.
- Click **Submit**.
- Click on **File, Print, Print**.

Grades

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Grades** from the dropdown 
- Click .
- Click on the appropriate term and academic career (example: Fall 2008 Undergraduate).
- Click **Continue** button.
- To print, click on **Printer Friendly Page** link.
- Click on **File, Print, Print**.



COLLEGE TRANSCRIPTS

Official Transcript

LTC has retained Credentials Inc. to accept and process official transcript orders over the internet via a secured site.

- Log into *My LTC*.
- Click on **Student Center** link.
- Click on **Order Official Transcript** link.
- Click on **Start My Order** button.
- Follow the directions provided on the Credentials Inc. website.

Unofficial Transcript

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Transcript: View Unofficial** from the dropdown 
- Click .
- Select **Lakeshore Technical College** for the institution.
- Select Unofficial Transcript for **Report Type**.
- Click **View Report** button.
- To print, click on **File, Print, OK**.

FEES: There is a \$7.50 fee per copy for official transcript requests. There is no fee for unofficial (student copy) transcripts. For GED/HSED transcripts contact the Wisconsin Department of Public Instruction at www.ged-hsed.dpi.wi.gov or 1.800.768.8886.



Academic Records

My LTC is your online resource for information and services

The URL is **gotoltc.edu**.
A link to **MyLTC** is also located in the upper right-hand corner.

Contact the 24/7 **Help Desk** at:
1.877.446.9582 (from off campus)
#61767 (from on campus)
www.gotoltc.edu/support
OR

If questions, contact Student Records at
1.888.468.6582, Extension 1888.

