

MyLTC

LTC Technology Quick Tips



Getting Started

UPDATED 8/2017

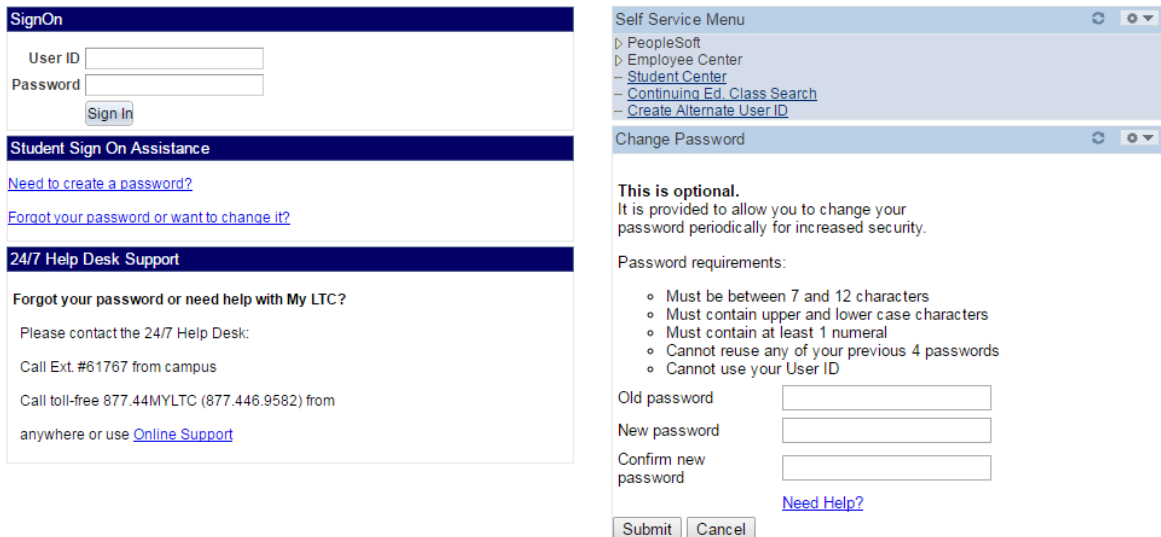
MyLTC is your online resource for your academic information and services. This Quick Tip will explain how to access and use MyLTC including how to enroll in classes.

Logging In

To log in to MyLTC, visit www.gotoltc.edu. A link to MyLTC is located on the homepage of the LTC Website.



If you don't know your username or password, click on [Need to Create a Password?](#) or [Forgot your password and want to change it?](#) Complete the requested information and click Submit. Click on [Continue to Home Page](#) to sign on to MyLTC.



Click on the Student Center link in the upper left corner to view your academic information.

When selecting the Student Center from your Self Service Menu you will have access to information such as your academic, finances, personal, and admissions information.

Enroll in Classes

When viewing your Student Center, on the left there will be a menu that's named Academics. In the drop down menu named Other Academic...select Enrollment: Add. Select the appropriate term and academic career (example: Fall 2010 Undergraduate). Click the Continue button.

Add Classes

Select Term

Click an appropriate Term/Career combination to enroll.

- Select a Continuing Education career/term if you want to enroll in non-credit classes.
- Select an Undergraduate career/term if you want to enroll in credit classes.
- Please do not select an Extended Education career/term.

Select a term then select Continue.		
Term	Career	Institution
<input type="radio"/> Summer 2016	Undergraduate	Lakeshore Technical College
<input type="radio"/> Fall 2016	Undergraduate	Lakeshore Technical College

CONTINUE

Open Closed Wait List

Fall 2016 Shopping Cart

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

My Requirements

search

Your enrollment shopping cart is empty.

Enter the class number or click Search to search for class number(s), if unknown. Make sure you select at least 2 search criteria. Click Select Class or desired class and click Next. Click Proceed to Step 2 of 3 and Finish Enrolling.

Success should appear next to your classes. View Errors Found to determine the type of enrollment error.

To print your schedule, click on My Class Schedule. Click on File, Print, Print.

To make a payment, select the Make a Payment link under Finances.

Finances

My Account

[Account Inquiry](#)

[Account Management](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[View Student Permissions](#)

other financial... ▾

make a payment ▶

View Grades

When viewing your Student Center, select Course History from the upper left drop down menu. A list of your previously completed courses will display with the earned grade.

Academics

[Search](#)

[Plan](#)

[My Academics](#)

Course History ▾

Course	Description	Term	Grade	Units	Status
COMMSKLL 108011950L	Written Communication-Online	Fall 2016		3.00	◆