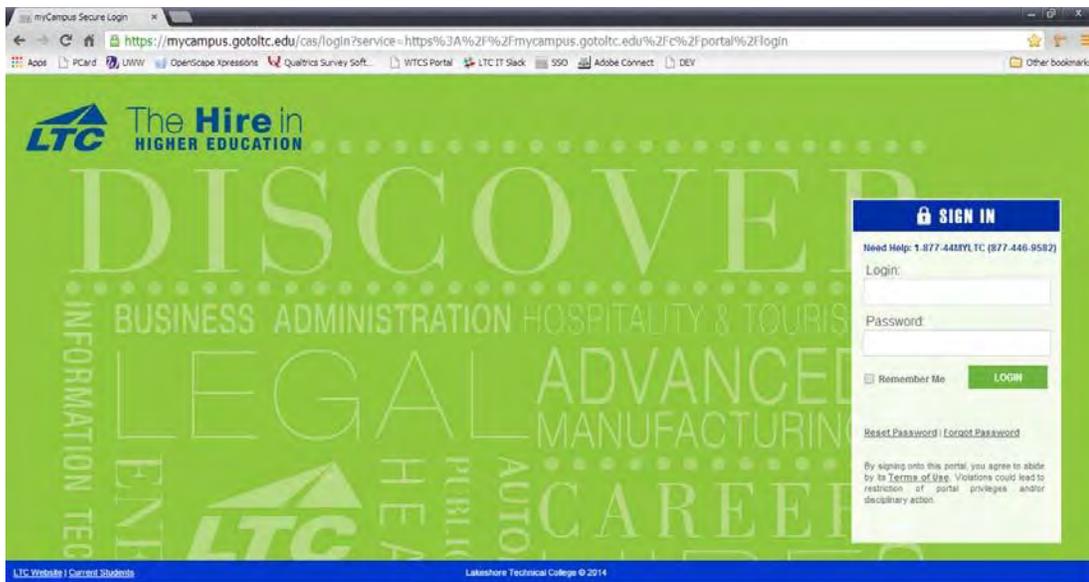
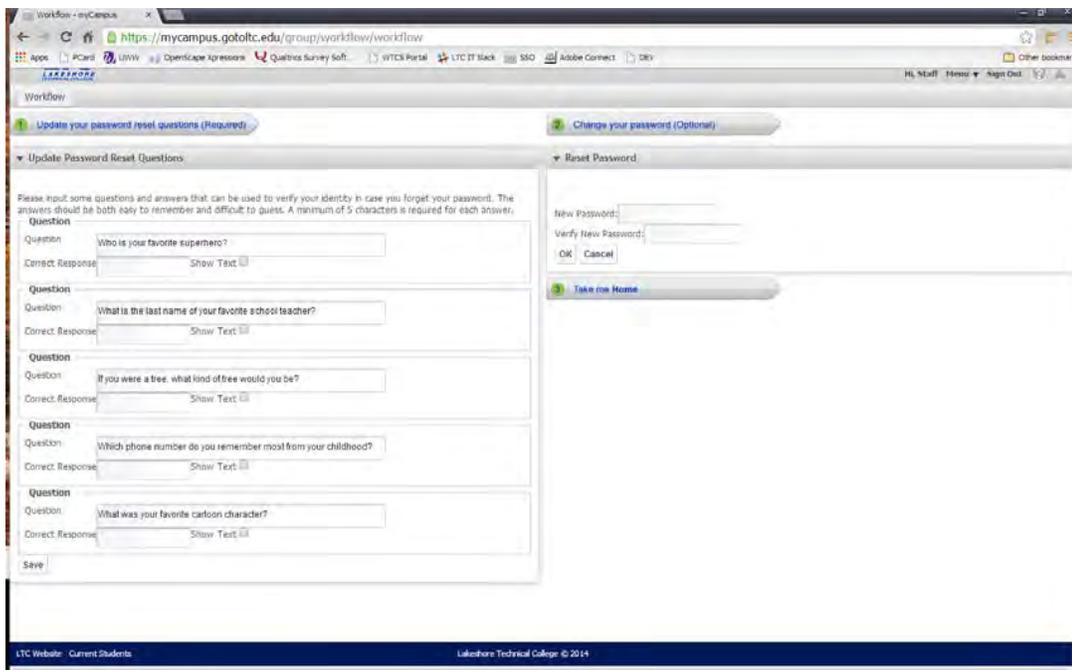


## Logging into LTC Instant Access the First Time

- Access the Instant Access website at: <https://mycampus.gotolc.edu>
- Enter your LTC network username and password. These are the credentials you use to initially log on to LTC computers on campus.
- Click the Login button.



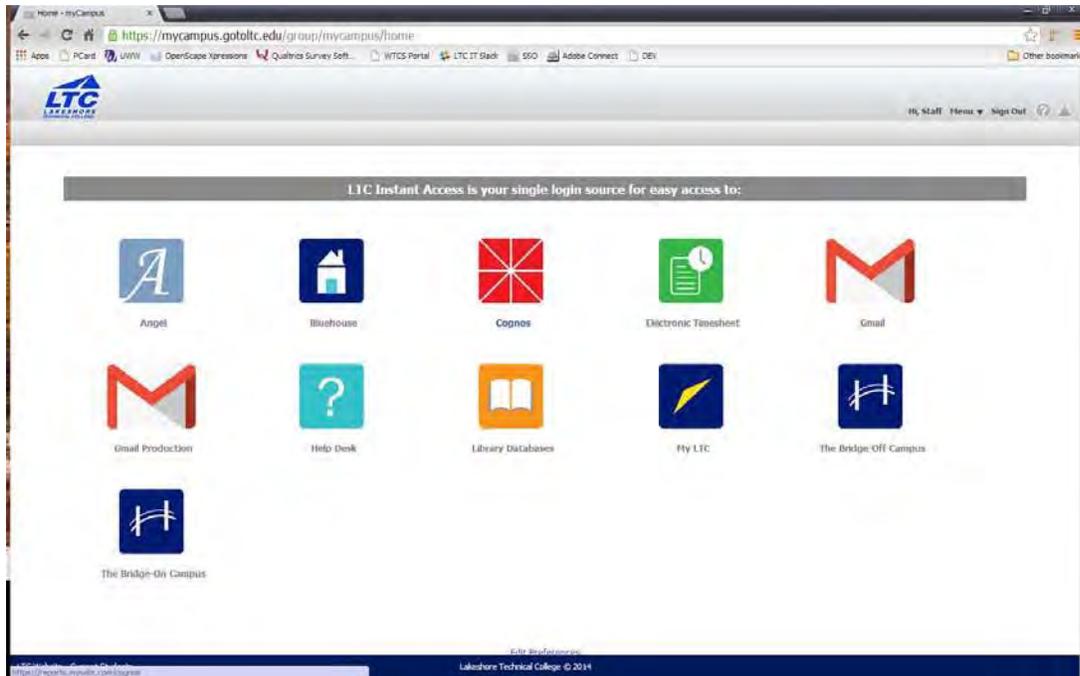
- Review and accept the Terms of Service Agreement by clicking the Agree button.
- You will be required to create answers for all 5 password reset security questions.
- Each answer must contain a minimum of 5 characters. If you wish to make it easy on your self you can use the same answer for all five questions.
- Click Save.
- Click the Take Me Home Link.



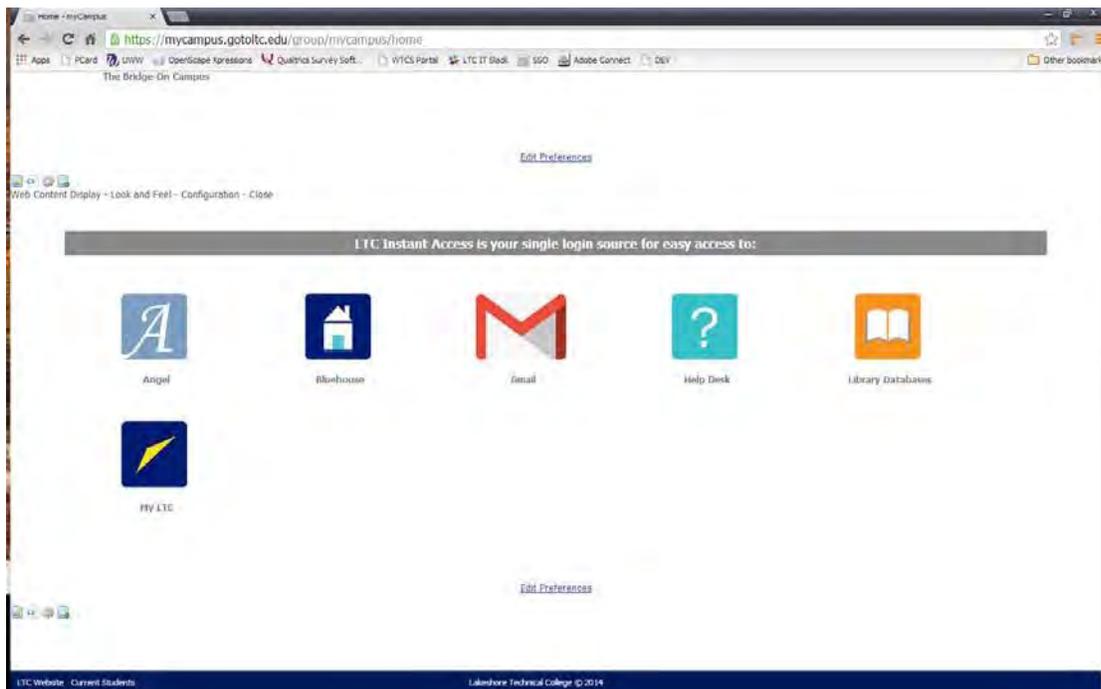
## LTC Instant Access Homepage Applications

- All of the applications that are accessible through Instant Access are represented by an icon.

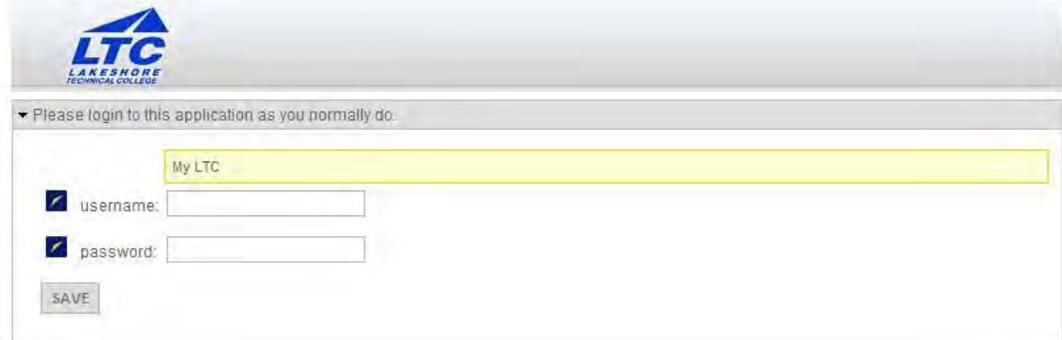
Example of a Staff Instant Access display:



Example of a Student Instant Access display:



- If the application requires your login information, the first time you click on the application Icon, you will be prompted to enter your credentials for that application. (Username and password).



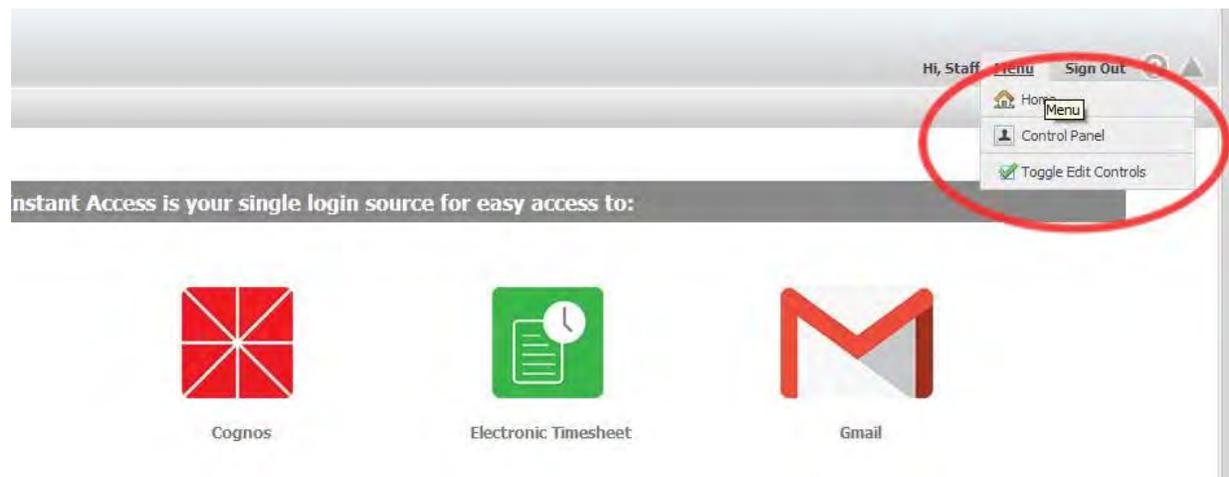
- Click the Save button.
- You will then be logged into that application.

## Changing your Instant Access Password

Option 1: While logged into Instant Access

NOTE: Passwords must meet the LTC Network password requirements. (Minimum 8 characters, contain at least one number, one lowercase letter, and one uppercase letter. You cannot use your full first name, full last name or full username within the password.)

- Hover over the word Menu on the upper right-hand corner of the screen. A drop-down menu will appear.
- Click on Control Panel from the list.



- The following window will allow you to create a new password.

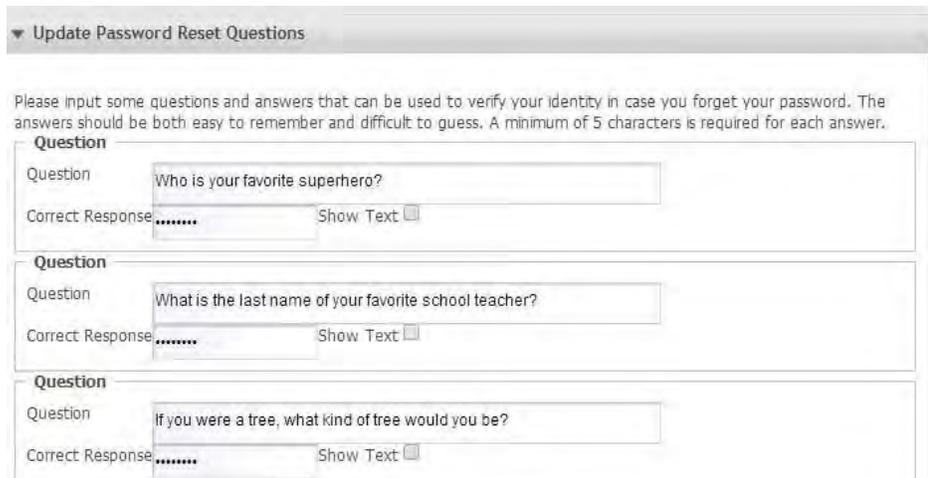


- Type your new password.
- Type your password again in the second box to verify.
- Click OK.

**Important Note:** Resetting this password will change your LTC Network login password. If changed, you will need to use the NEW password the next time you log onto the LTC network (i.e. the next time you log on to an LTC computer on campus).

You may also update the answers to your security questions in this same window.

- To see your previous response, click the Show Text box to reveal the answer you created for the questions you would like to review.



- You may change any or all of the answers to the 5 security questions.
- When finished, Click Save.

Option 2: From the Instant Access Login Screen

- Click the Reset Password link located below the Login/password fields on the Login screen.



- Enter your LTC network username.
- Click OK.



- Type the answers to the two security questions you are required to answer.  
NOTE: You will get five attempts to reset your password before you are locked out and required to contact the Help Desk. Upon each attempt, a different pair of questions will be displayed.



- Click OK.
- You will then be required to enter your new password. Type your new password.  
*Passwords must meet the LTC Network password requirements.*
- Type your password again in the second box to verify.
- Click OK.
- Upon resetting your password, you will receive an email confirming the reset.

**Important Note:** Resetting this password will change your LTC network login password. If changed, you will need to use the NEW password the next time you log onto the LTC network on campus.

## Forgot Password

- Click the Forgot Password link located below the Login/password fields on the Login screen.
- Enter your LTC network username.
- Click OK.



The screenshot shows a dialog box titled "Reset Password" with the LTC logo in the top left corner. Below the title bar, there is a text input field labeled "Username" and an "OK" button to its right.

- Type the answers to the two security questions you are required to answer.



The screenshot shows a dialog box titled "Reset Password" with the LTC logo in the top left corner. Below the title bar, there are two text input fields for security questions: "If you were a tree, what kind of tree would you be?" and "Which phone number do you remember most from your childhood?". At the bottom of the dialog are "OK" and "Cancel" buttons.

NOTE: You will get five attempts to reset your password before you are locked out and required to contact the Help Desk. Upon each attempt, a different pair of questions will be displayed.

- Click OK.
- You will then be required to enter your new password. Type your new password.  
*Passwords must meet the LTC network password requirements.*
- Type your password again in the second box to verify.
- Click OK.
- Upon resetting your password, you will receive an email confirming the reset.

Important Note: Resetting this password will change your LTC network login password. If changed, you will need to use the NEW password the next time you log onto the LTC network on campus.

Use this feature when you have changed an application's password to ensure you have the correct password within your MyCampus Portal.

## Important Tips

You must have all of your application credentials created prior to accessing the application through Instant Access. If you change an application password separate from Instant Access (for example, you forgot your Gmail password while you were off campus, and you had it reset in Gmail), the next time you use Instant Access and attempt to login to that application, you will be asked for the new password for that application.

Always remember to either log off, or lock your computer when unattended. Never leave your computer logged in and unattended. To lock your computer, press the CTRL + ALT + DEL keys.