



# QUICK INFORMATION

Always keep personal information confidential.

## LTC Login (Campus Computer/Network Access)

**Username:** Student ID#

**Initial password:** First two letters of first name, First two letters of last name, and last 4 of SSN# (or last 4 of Student ID#, if SSN# not provided)  
*Ex: josm1234 (all lowercase letters)*

**\*At first login, you will be required to create a new password based on the following criteria:**

- 8-12 characters
- An uppercase letter
- A lowercase letter
- A number (0-9)
- Cannot use first/last name, or prior password

*\*This is your password for Blackboard, campus computers, LTC Email (Office 365), library databases, & Navigate; if you change one of these passwords, you change them all.*

## Blackboard [gotoltc.blackboard.com](http://gotoltc.blackboard.com)

**Username:** LTC Email  
**Password:** Same as campus computer password

## Email (Office 365) [portal.office.com](http://portal.office.com)

**Email:** Last name + last 5 #s of student ID@gotoltc.edu  
**Password:** Same as campus computer password

Access online Microsoft applications such as Email, Calendar, OneDrive, Word, PowerPoint, Excel

## MyLTC [gotoltc.edu](http://gotoltc.edu)

**Username:** Student ID#  
**Password:** You create at first log in  
 Click on "MyLTC Password Assistance"

## Navigate [gotoltc.navigate.eab.com](http://gotoltc.navigate.eab.com)

**Username:** Student ID#  
**Password:** Same as campus computer password

(Use Chrome browser) schedule appointments for advising and resources, view important dates, updates, and reminders

## Password Reset Tool [selfservice.gotoltc.edu](http://selfservice.gotoltc.edu)

After initial setup, change your password instantly.  
 Download App: ADSelf-Service Plus

## TECHNOLOGY HELP DESK

On-campus helpdesk available to students.  
 Get help with password resets, Blackboard, MyLTC, Email/Office 365, Navigate, and more.

**Call:** 920.693.1767  
**Email:** [LTChelpdesk@gotoltc.edu](mailto:LTChelpdesk@gotoltc.edu)  
**Submit a ticket online:** [helpdesk.gotoltc.edu](http://helpdesk.gotoltc.edu)  
**Hours:** Monday–Thursday 7am – 7:30pm  
 Friday 7am – 4pm

## Financial Aid Forms [gotoltc.edu/fa-forms](http://gotoltc.edu/fa-forms)

**Username:** Click "Create New Account"  
 Must be at least 8 characters and at least one letter  
**Password:** You create  
 Must be at least 8 characters, cannot contain username;  
 Must contain 3 of the 4 types: numbers, uppercase letters, lowercase letters, or special characters @, &, \$

## FSA ID (Federal Student Aid) [fafsa.gov](http://fafsa.gov)

**Username:** You create  
 6-30 characters, combination of numbers and letters  
**Password:** You create  
 8-30 characters and contains numbers, uppercase letters, and lowercase letters. It is case sensitive.

## Library Databases [gotoltc.edu/library](http://gotoltc.edu/library)

**Username:** Student ID#  
**Password:** Same as campus computer password  
**My Account:** [gotoltc.edu/library](http://gotoltc.edu/library), click on My Account to renew items checked out & opt-in to text messages  
 Questions? Contact [library@gotoltc.edu](mailto:library@gotoltc.edu) or 920-693-1130

## Handshake [gotoltc.edu/career-placement](http://gotoltc.edu/career-placement)

LTC's online job board for students & graduates  
**Username:** Student ID#  
**Password:** Same as campus computer password  
 Questions? Contact [cps@gotoltc.edu](mailto:cps@gotoltc.edu) or 920-693-1706

## Write in other course logins: