

User ID/Password

- If you don't know/forgot your **Student/User ID** or **Password**, click on the **MyLTC Password Assistance** tile.
- Complete the requested information and click **Submit**.
- Click on the button **Continue to Home Page** to sign in to *MyLTC*.

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.

Grades

- Go to **MyLTC** (www.gotoltc.edu).
- Click on the **Sign In** tile.
- Log in using your Student ID and password.
- Click on the **Student Center** tile.
- Select **Grades** from dropdown
- Click .
- Click on the appropriate term and academic career (example: Fall 2018 Undergraduate).
- Click **Continue** button.
- To print, click on **Printer Friendly Page** link.
- Click on **File, Print, Print**.

Enroll in a Class

- Go to **MyLTC** (www.gotoltc.edu).
- Click on the **Sign In** tile.
- Log in using your Student ID and password.
- Click on the **Student Center** tile.
- Select **Enrollment: Add** from dropdown
- Click .
- Select the appropriate term and academic career (example: Fall 2018 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**.

Enrollment Appointments

- Go to **MyLTC** (www.gotoltc.edu).
- Click on the **Sign In** tile.
- Log in using your Student ID and password.
- Click on the **Student Center** tile.
- 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.

Drop a Class

- Go to **MyLTC** (www.gotoltc.edu).
- Click on the **Sign In** tile.
- Log in using your Student ID and password.
- Click on **Student Center** tile.
- 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

- Go to **MyLTC** (www.gotoltc.edu).
- Click on the **Sign In** tile.
- Log in using your Student ID and password.
- Click on **Student Center** tile.
- Select **Class Schedule** from the dropdown
- Click .
- Select the appropriate term and academic career (example: Fall 2008 Undergraduate).
- To print a schedule, from the menu bar 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 Verification Request

- Go to MyLTC (www.gotoltc.edu).
- Click on the **Sign In** tile.
- Log in using your Student ID and password.
- Click on the **Student Center** tile.
- Select **Enrollment Verification** from the dropdown

- Click .
- Complete/select necessary information.
- Click **Submit**.
- Click on **File, Print, Print**.

Class Search

- Go to MyLTC (www.gotoltc.edu).
- Click on the **Sign In** tile.
- Log in using your Student ID and password.
- Click on the **Student Center** tile.
- Click on the **Search for Classes** button.
- 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).

COLLEGE TRANSCRIPTS

Official Transcript

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

- Go to MyLTC (www.gotoltc.edu).
- Click on the **Sign In** tile.
- Log in using your Student ID and password.
- Click on the **Order Official Transcript** tile.
- Click on **Start My Order** button.
- Follow the directions provided on the Credentials Inc. website.

Unofficial Transcript

- Go to MyLTC (www.gotoltc.edu).
- Click on the **Sign In** tile.
- Log in using your Student ID and password.
- Click on the **Student Center** tile.
- Select **Transcript: View Unofficial** from the dropdown

- Click .
- Select **Lakeshore Technical College** for the Academic Institution.
- Select Unofficial Transcript for **Report Type**.
- Click the **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

MyLTC 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:
1.920.693.1767 (from off campus)
#61767 (from on campus)
www.gotoltc.edu/support
OR

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

