

Your User ID and Password

- If you don't know or forgot your User ID or Password, go to the LTC website (gotoltc.edu) and click on Current Students.



TechCentral

- Click on TechCentral.
- Click on Forgot Password link.
- If you know your User ID and Password, enter it in and click on Login. (User ID is your student ID number).
- After you log in, click on the MyLTC icon.

How to View Your Grades

- Log into your MyLTC account.
- Click on the Academic Records tile. There are three ways to view your grades.
- Click on Course History. This provides you a complete course history including courses completed and courses in progress.
- Click on View Grades. This allows you to view your grades by term.
- Click on View Unofficial Transcript. Under the report type drop down box, select unofficial transcript and click on submit.

How to View Enrollment Appointments

- Log into your MyLTC account.
- 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.

How to Enroll in a Class

- Log into your MyLTC account.
- Click on the Student Center tile.
- Select Enrollment: Add from dropdown box.



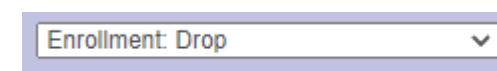
- Click
- Select the appropriate term and academic career (example: Fall 2021 - Undergraduate), if available.
- Click Continue button, if available.
- If you know the class number, enter it in the box and hit Enter.
- If you do not know the class number, click the Search button. You can search by catalog number or name of the course. After you enter in one of the criteria, click on Search.
- Click Select on the course section you want to enroll in and click Next.
- After all the classes you want to enroll in are sitting in your shopping cart, click the Proceed to Step 2 of 3 button.
- Confirm your classes and click Finish Enrolling button.
- Click on Accept Terms and Continue.
- A green checkmark means you are successfully enrolled.
- A red X means there were errors and you were not able to enroll. If that happens, contact your program counselor.

| Class | Message | Status |
|-------------------|--|--------|
| INDMNFRC 10623110 | Success: This class has been added to your schedule. | ✓ |

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Drop a Class

- Log into your MyLTC account.
- Click on Student Center tile.
- Select Enrollment: Drop from the dropdown box.



- Click
- Select the appropriate term and academic career (example: Fall 2021 - Undergraduate).
- 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 on the magnifying glass to select a Drop Reason and click the Finish Dropping button.

How to View My Class Schedule

- Log into your MyLTC account.
- Click on Student Center tile.
- Select Class Schedule from the dropdown box.




- Click
- Select the appropriate term and academic career (example: Fall 2008 Undergraduate).
- You can select a List View or Weekly Calendar View of your class schedule.

Enrollment Verification Request

- Log into your MyLTC account.
- Click on the Student Center tile.
- Select Enrollment Verification from the dropdown box.

Enrollment Verification ▾

- Click .
- Complete the necessary information.
- Click Submit.

Class Search

- Log into your MyLTC account.
- Click on the Student Center tile.
- Click on the Search button under Academics.
- Select Lakeshore Technical College for the institution.
- You can search for a class by entering in the catalog number, course number, or class name.
- Click Search.
- The result will show all available sections.

Cumulative GPA

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

How to Request Official LTC Transcript


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

- Go to the LTC website at gotoltc.edu.
- <https://gotoltc.edu/current-students/academic-resources/transcript-request>
- In the top right-hand side, click on the magnifying class and type in “request transcripts” on the search bar. Select the result “Requesting College Transcripts”.
- Select the “Click Here to Request an LTC Official College Transcript” and fill out the information to submit your request.
- FEES: There is a \$10.00 fee per copy for official transcript requests.

Unofficial Transcript

- Log into your MyLTC account.
- Click on the Student Center tile.
- Select Transcript: View Unofficial from the dropdown box.

Transcript: View Unofficial ▾

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

For GED/HSED transcripts contact the Wisconsin Department of Public Instruction at www.ged-hsed.dpi.wi.gov or 1.800.768.8886.



LAKESHORE
TECHNICAL COLLEGE

Academic Records

MyLTC is your online
resource for academic
information.

Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015
1-888-GO-TO-LTC
920-693-1000

For technology assistance, contact the LTC Help
Desk at 920-693-1767.
Monday to Thursday 7 am to 7:30 pm
Friday 7 am to 4 pm

Student Records Department
Phone Number: 920-693-1888
Email: lrc.records@gotoltc.edu