User ID/Password

- If you don't know/forgot your **User ID** or **Password**, click on the link **Need to Create a Password**
- Complete the requested information and click **Submit**.
- Click on the link **Continue to Home Page** to sign on to *My LTC*.

Student Email

- You have an LTCmail (email) account.
- Click **Current Students** on the **LTC website** home page (www.gotoltc.edu).
- Click **Technology & Logins** link.
- Click **LTC Instant Access** (mycampus@gotoltc.edu) link.
- Log in with your username and password.
  - Your username is your **full last name + the last 5 digits of your student ID number followed by @gotoltc.edu**. Example: John Smith with a student ID of 12345678 would log in with smith45678@gotoltc.edu.
  - Your initial password is the **first 2 letters of your first name + first 2 letters of your last name + last 4 digits of your social security number** (example: jodo1234). (Please omit spaces/special characters.)
  - If you are prompted, accept the Terms of Use. Scroll to bottom of page to verify and submit.
  - You will be prompted immediately to change your password.
- Your email address is your **full last name + the last 5 digits of your student ID number followed by @gotoltc.edu** (example: John Smith's email address is smith45678@gotoltc.edu).

LTC expects students to check their LTC email account weekly to stay current with college-related communication.

Class Search

- Click **Search** link.
- 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).
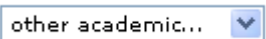
Enroll in a Class

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Enrollment: Add** from the dropdown

  [other academic... ▾]

- Click [»].
- Select the appropriate term and academic career (example: Fall 2008 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.**

Drop a Class

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Enrollment: Drop** from the dropdown

  [other academic... ▾]

- 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

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Class Schedule** from the dropdown

  [other academic... ▾]

- Click [»].
- Select the appropriate term and academic career (example: Fall 2008 Undergraduate).
- To print a schedule, click on **My Class Schedule** link.
- Click **Continue** button, if available.
- 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 Appointments

- Log into *My LTC*.
- Click on **Student Center** link.
- 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.

Enrollment Verification Request

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Enrollment Verification** from the dropdown `other academic...`
- Click `»`.
- Complete/select necessary information.
- Click **Submit.**
- Click on **File, Print, Print.**

Grades

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Grades** from the dropdown `other academic...`
- Click `»`.
- Click on the appropriate term and academic career (example: Fall 2008 Undergraduate).
- Click **Continue** button.
- To print, click on **Printer Friendly Page** link.
- Click on **File, Print, Print.**

COLLEGE TRANSCRIPTS

Official Transcript

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Transcript: Request Official** from the dropdown `other academic...`
- Click `»`.
- Select **Lakeshore Technical College** for the institution.
- Enter **Quantity**.
- Click **Send to My Address** and select **Address Type** if want official copy mailed to your house.

OR

- Click **Edit Address** link.
- Enter address information of where the official transcript should be sent.
- Click **OK**.
- Click **Submit**.

Unofficial Transcript

- Log into *My LTC*.
- Click on **Student Center** link.
- Select **Transcript: View Unofficial** from the dropdown `other academic...`
- Click `»`.
- Select **Lakeshore Technical College** for the institution.
- Select Unofficial Transcript for **Report Type.**
- Click **View Report** button.
- To print, click on **File, Print, OK.**

FEES: There is no fee for college transcripts requested through MyLTC. There is a $7.50 fee per copy for official transcript requests made in writing, in person, by mail, or by fax. 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.

My LTC

Academic Records

My LTC is your online resource for information and services

The URL is **gotoltc.edu.**
A link to *My LTC* is also located in the upper right-hand corner.

*Contact the 24/7 **Help Desk** at:*
1.877.446.9582 (from off campus)
#61767 (from on campus)
www.gotoltc.edu/support
OR
If questions, contact Student Records at
1.888.468.6582, Extension 1888.

LTC
LAKESHORE TECHNICAL COLLEGE

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