

# Technology Next Steps...

All links are available at [gotoltc.edu](http://gotoltc.edu) > Current Students

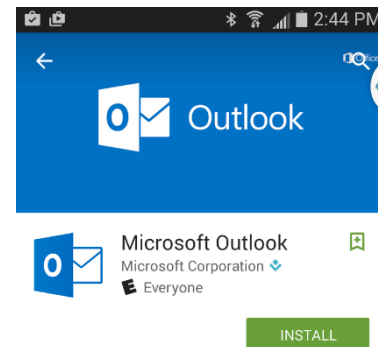


## 1 Log into the campus computer (Network Access).

## 2 Log into Email (Office 365).

!! If you logged into your email before, the password create today is your new password.

- Install the Microsoft Outlook app on your smartphone.
- Log into your LTC Email in the app.



## 3 Log into Blackboard.

- Make sure you see “Blackboard Student Orientation” in your courses.

[My Blackboard Courses](#)

[Blackboard Student Orientation](#)

- Don't worry if you don't see all of your courses; many 'open' the day class officially starts.

## 4 Log into MyLTC.

- View your Class Schedule. In Student Center (Academics) in the drop-down window, choose Class Schedule to see your classes, classroom numbers, instructor names, etc.

[Academics](#)

[Search](#)  
[Plan](#)  
[My Academics](#)

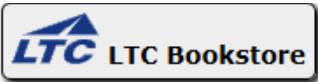
[Class Schedule](#)

Click here to go to your class schedule.

Choose Fall 2018, Undergraduate and click Continue.

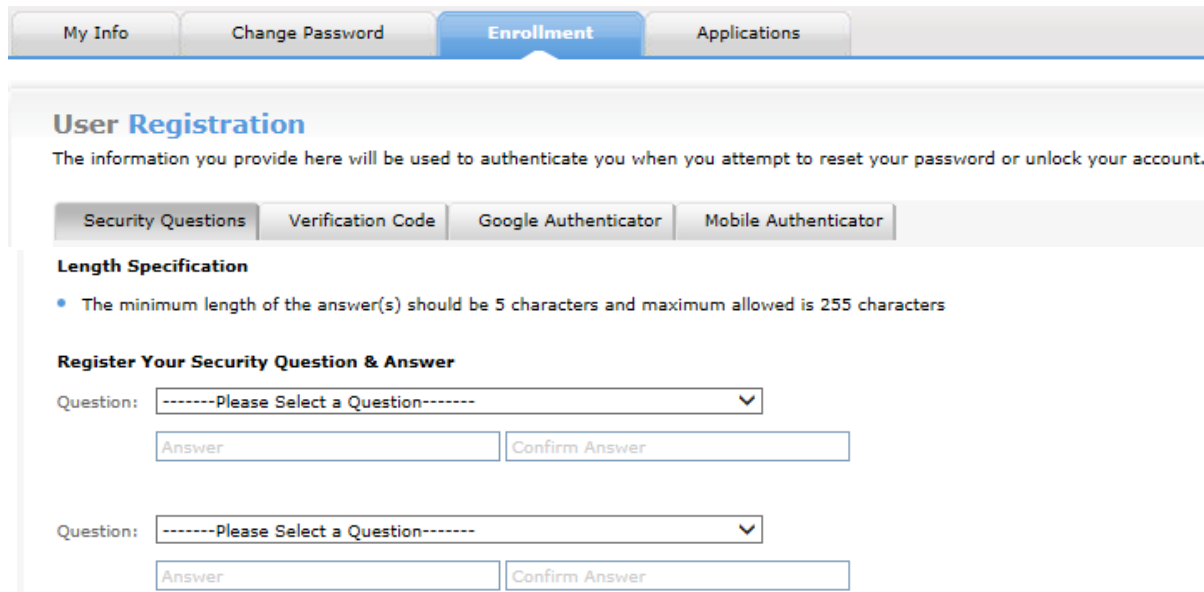
Fall 2018     Undergraduate     Lakeshore Technical College

[Continue](#)

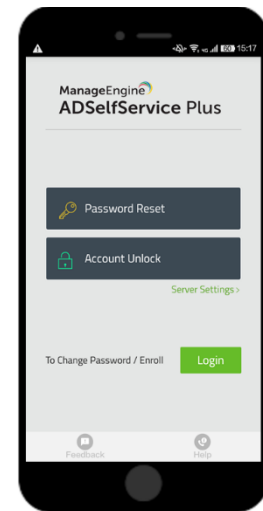
- Click on  to view textbooks that are required for your courses.
- In Student Center, click on Emergency Contact to add or update an emergency contact.

## 5 Set up your Password Reset Tool.

- Click on Enrollment. Create security questions. You can set up any of the other authentication methods later: Verification Code, Google Authenticator, or Mobile Authenticator.



- Optional: Install ADSelfService Plus mobile app on your smartphone. Once you complete the security questions, you can reset your password right from your phone!



## 6 Log into Navigate, using Chrome browser.

- View MyPath to upcoming deadlines and important College info.
- Click Settings > Notifications Settings > “Edit Contact Information” to opt in to receiving text messages about important dates.

## 7 Technology Helpdesk Contact Info

- If you don't get through these steps today during the breakout session, don't worry!
- There is password assistance available via the Technology Helpdesk. See the yellow Quick Info card for hours and ways to contact them.

**Extra  
Help**

Need a little extra assistance with Technology? Stop in the Student Resource Center and ask for Mike Nelson. He works with students on basic computer skills, file management, using Blackboard, and Microsoft Office Word, PowerPoint and Excel.