

Welcome to **Moraine Park Technical College!** This document details the steps required to open your student account giving you access to:

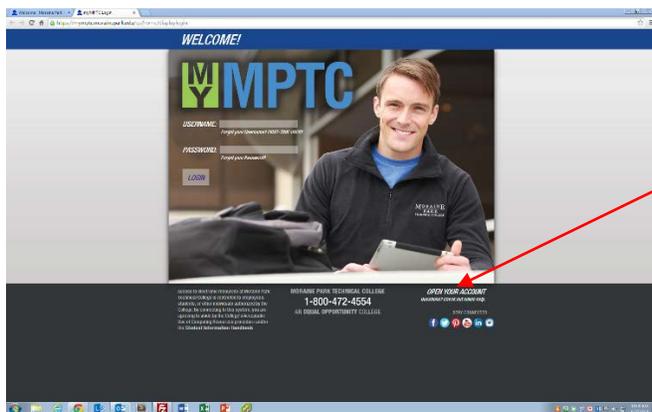
- **myMPTC** is a password protected resource. It provides access to tools such as class registration, grades, payment plans, and financial aid. It also lists important College dates and information. **Your username and password for myMPTC are also used to log onto any campus computer and on-campus printing.**
- **Student e-mail** is the official College's required method of electronic communication. Course updates, instructor and student services contacts and other College information are sent to your student e-mail account. **Please check it regularly.**
- **Online Learning links** are required for online or blended courses and are often used with traditional face-to-face courses.

You MUST complete ALL of the steps below.

Step 1: From a web browser go to www.morainepark.edu.

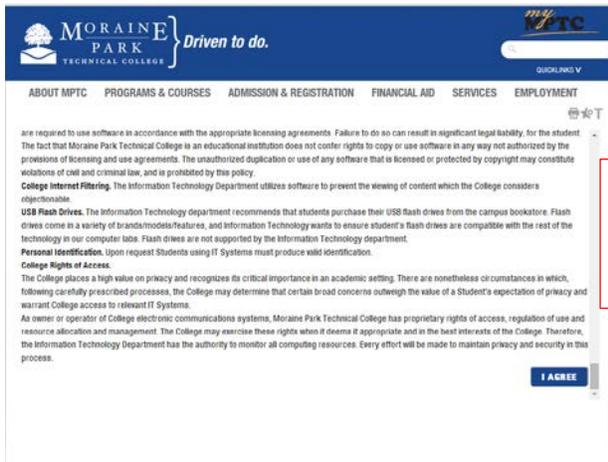
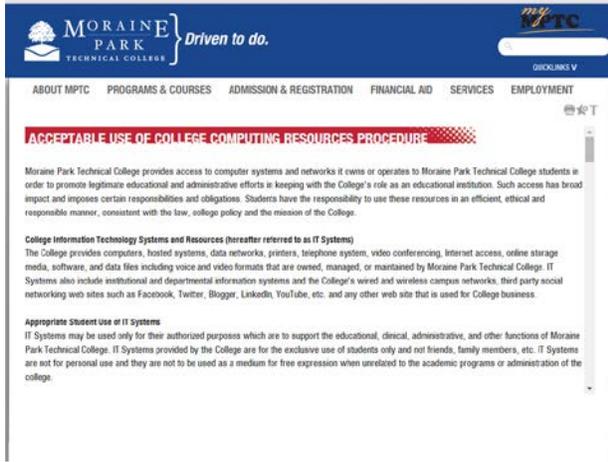


Click on the  link in the upper right-hand corner.



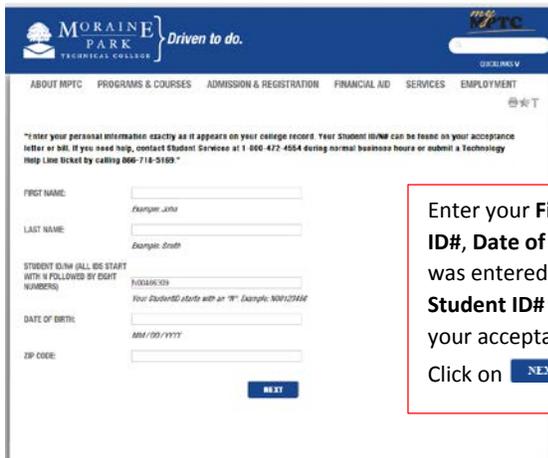
Click on the Open Your Account link.

Step 2: Read and agree to the College's Acceptable Use Policy.

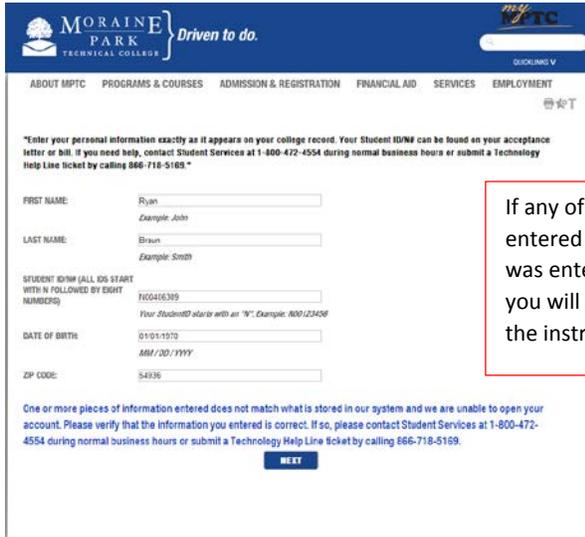


Scroll to the bottom of the **Acceptable Use of College Computing Resources Procedure** and click on **I AGREE**

Step 3: Enter the information as requested on the three screens that follow the Acceptable Use Policy. Please be sure to remember your user id, student number and Pin# as you complete the process. Complete **ALL** fields of basic information on the screens.



Enter your **First Name, Last Name, Student ID#, Date of Birth** and **Zip Code** exactly as it was entered when you registered. Your **Student ID#** begins with an "N" and will be on your acceptance letter, payment receipt or bill. Click on **NEXT**.



ABOUT MPTC PROGRAMS & COURSES ADMISSION & REGISTRATION FINANCIAL AID SERVICES EMPLOYMENT

QUICKLINKS V

Enter your personal information exactly as it appears on your college record. Your Student ID# can be found on your acceptance letter or bill. If you need help, contact Student Services at 1-800-472-4554 during normal business hours or submit a Technology Help Line ticket by calling 866-718-5189.

FIRST NAME:
Example: John

LAST NAME:
Example: Smith

STUDENT ID# (ALL IDS START WITH '0' FOLLOWED BY EIGHT NUMBERS):
Your StudentID starts with an "0". Example: 000123456

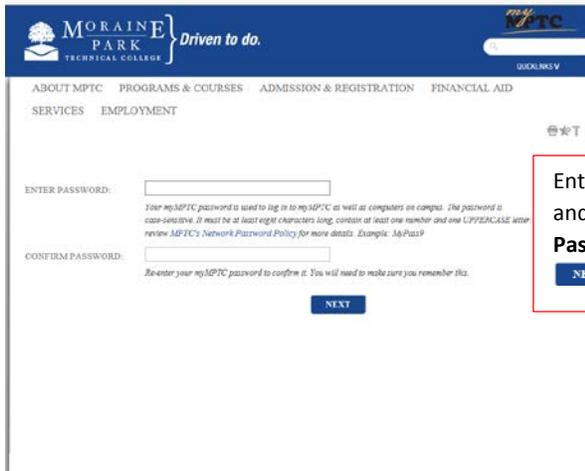
DATE OF BIRTH:
MM/DD/YYYY

ZIP CODE:

One or more pieces of information entered does not match what is stored in our system and we are unable to open your account. Please verify that the information you entered is correct. If so, please contact Student Services at 1-800-472-4554 during normal business hours or submit a Technology Help Line ticket by calling 866-718-5189.

NEXT

If any of the information you entered does not match what was entered during registration you will get this error. Follow the instructions in the message.



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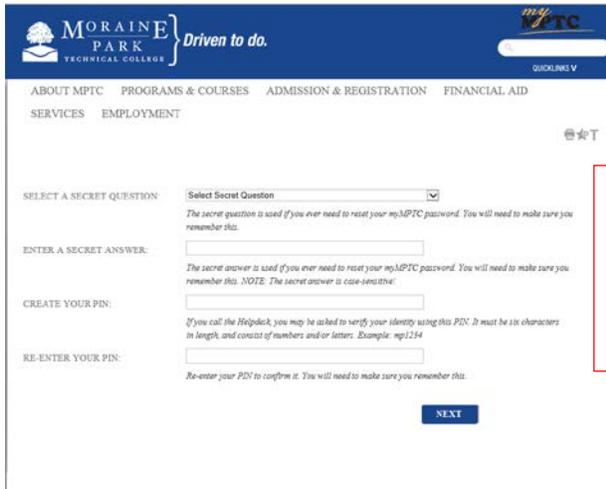
QUICKLINKS V

ENTER PASSWORD:
Your myMPTC password is used to log in to myMPTC as well as computers on campus. The password is case-sensitive. It must be at least eight characters long, contain at least one number and one UPPERCASE letter. Review MPTC's Network Password Policy for more details. Example: JkP3ss9

CONFIRM PASSWORD:
Re-enter your myMPTC password to confirm it. You will need to make sure you remember this.

NEXT

Enter a valid **Password** and confirm that **Password**. Click on **NEXT**.



ABOUT MPTC PROGRAMS & COURSES ADMISSION & REGISTRATION FINANCIAL AID SERVICES EMPLOYMENT

QUICKLINKS V

SELECT A SECRET QUESTION:
The secret question is used if you ever need to reset your myMPTC password. You will need to make sure you remember this. NOTE: The secret answer is case-sensitive.

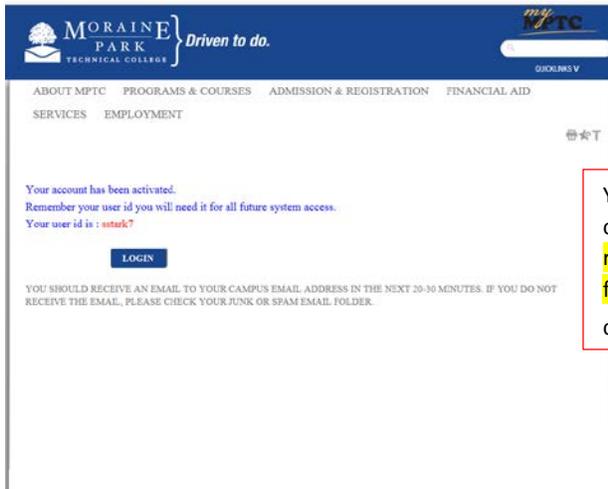
ENTER A SECRET ANSWER:
The secret answer is used if you ever need to reset your myMPTC password. You will need to make sure you remember this. NOTE: The secret answer is case-sensitive.

CREATE YOUR PIN:
If you call the Helpdesk, you may be asked to verify your identity using this PIN. It must be six characters in length, and consist of numbers and/or letters. Example: mp1234

RE-ENTER YOUR PIN:
Re-enter your PIN to confirm it. You will need to make sure you remember this.

NEXT

Select a **Secret Question** and enter your **Secret Answer**. Enter a six digit **Pin#** and re-enter that same **Pin#** to confirm. Click on **NEXT**.



Your account has now been opened. You will need to remember your user id to log in for all future system use. You can click on **LOGIN**.

Step 4: Log into *myMPTC* with your user id (assigned to you above) and password (entered by you above).

Step 5: From the *myMPTC* Home tab, click on the **Password Manager** link in the **My Information** box on the upper right side of the screen. The Password Manager will assist with network password recovery. This step will ask for additional secret questions and answers. You will receive an email in your student email account stating that this information has been set up when complete.

Step 6: From *myMPTC*, log into your student e-mail by clicking on the **Student E-mail icon** in the upper right-hand corner.



Your student e-mail address is your.userid@student.morainepark.edu.

You will receive a second email message in your student e-mail account that confirms the process is complete and details on how to log into your **eLearning** account if necessary.

If you have any problems during this process, follow the instructions in the error message displayed or submit a **Technology Help Line** ticket at extension 4357 (on campus) or 920-924-3481 (off campus).