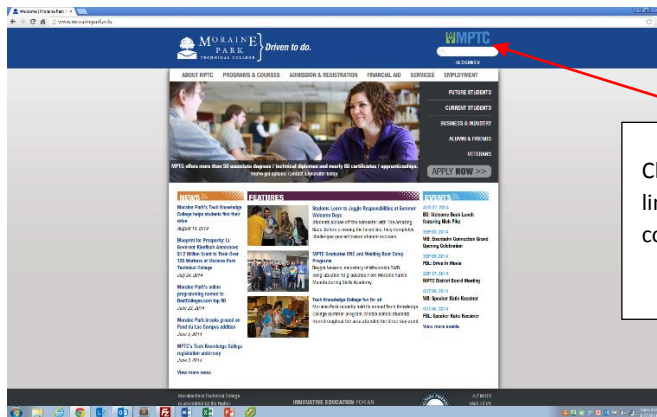



Welcome to **Moraine Park Technical College!** This document details the steps required to open your student account giving you access to:

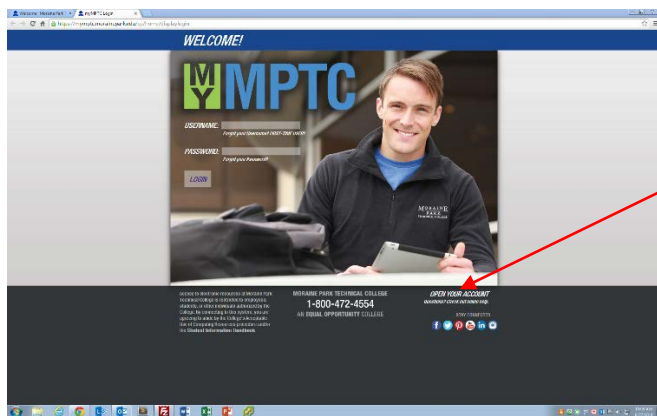
- **myMPTC** is a password protected resource. It provides access to tools such as class registration, grades, payment plans, and financial aid. It also lists important College dates and information. **Your username and password for myMPTC are also used to log onto any campus computer and on-campus printing.**
- **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.

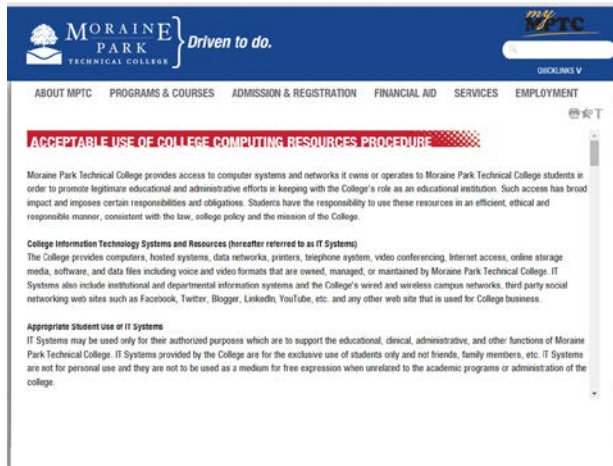


Click on the  link in the upper right-hand corner.



Click on the Open Your Account link.

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

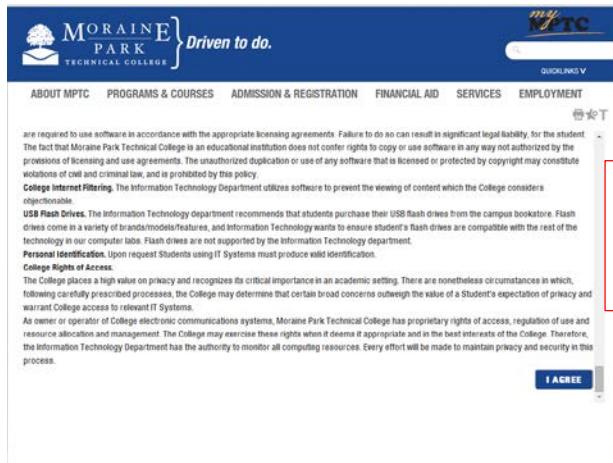


ACCEPTABLE USE OF COLLEGE COMPUTING RESOURCES PROCEDURE

Moraine Park Technical College provides access to computer systems and networks it owns or operates to Moraine Park Technical College students in order to promote legitimate educational and administrative efforts in keeping with the College's role as an educational institution. Such access has broad impact and imposes certain responsibilities and obligations. Students have the responsibility to use these resources in an efficient, ethical and responsible manner, consistent with the law, college policy and the mission of the College.

College Information Technology Systems and Resources (hereafter referred to as IT Systems)
The College provides computers, hosted systems, data networks, printers, telephone system, video conferencing, Internet access, online storage media, software, and data files including voice and video formats that are owned, managed, or maintained by Moraine Park Technical College. IT Systems also include institutional and departmental information systems and the College's wired and wireless campus networks, third party social networking web sites such as Facebook, Twitter, Blogger, LinkedIn, YouTube, etc. and any other web site that is used for College business.

Appropriate Student Use of IT Systems
IT Systems may be used only for their authorized purposes which are to support the educational, clinical, administrative, and other functions of Moraine Park Technical College. IT Systems provided by the College are for the exclusive use of students only and not friends, family members, etc. IT Systems are not for personal use and they are not to be used as a medium for free expression when unrelated to the academic programs or administration of the college.



are required to use software in accordance with the appropriate licensing agreements. Failure to do so can result in significant legal liability for the student. The fact that Moraine Park Technical College is an educational institution does not confer rights to copy or use software in any way not authorized by the provisions of licensing and use agreements. The unauthorized duplication or use of any software that is licensed or protected by copyright may constitute violations of civil and criminal law, and is prohibited by this policy.

College Internet Filtering. The Information Technology Department utilizes software to prevent the viewing of content which the College considers objectionable.

USB Flash Drives. The Information Technology department recommends that students purchase their USB Flash drives from the campus bookstore. Flash drives come in a variety of brands/models/features, and Information Technology wants to ensure student's flash drives are compatible with the rest of the technology in our computer lab. Flash drives are not supported by the Information Technology department.

Personal Identification. Upon request Students using IT Systems must produce valid identification.

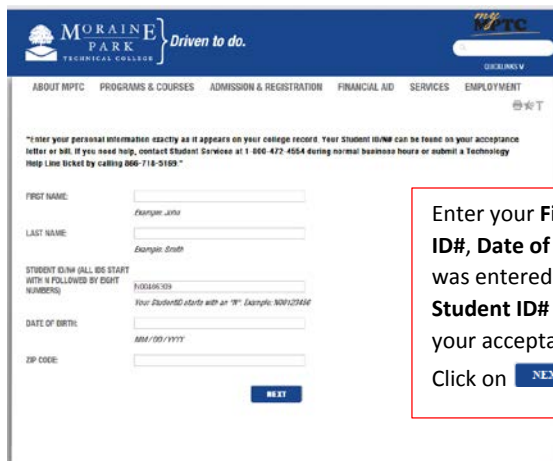
College Rights of Access.
The College places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the College may determine that certain broad concerns outweigh the value of a Student's expectation of privacy and warrant College access to relevant IT Systems.

As owner or operator of College electronic communications systems, Moraine Park Technical College has proprietary rights of access, regulation of use and resource allocation and management. The College may exercise these rights when it deems it appropriate and in the best interests of the College. Therefore, the Information Technology Department has the authority to monitor all computing resources. Every effort will be made to maintain privacy and security in this process.

I AGREE

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 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 866-718-5169.

FIRST NAME:

LAST NAME:

STUDENT ID# (ALL ARE START WITH 16 FOLLOWED BY 5 DIGIT NUMBERS)

DATE OF BIRTH:

ZIP CODE:

NEXT

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**.



myMPTC

QUICKLINKS V

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

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 'N' FOLLOWED BY EIGHT NUMBERS):
Your StudentID starts with an "N". Example: N00123456

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.



myMPTC

QUICKLINKS V


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

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: MyPass9

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**.



myMPTC

QUICKLINKS V

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

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.

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](mailto:youruserid@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).