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](http://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.

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 .

Scroll to the bottom of the Acceptable Use of College Computing Resources Procedure and click on Page 2 of 4.
Open Your myMPTC account

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.

Enter a valid Password and confirm that Password. Click on 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.
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).