

## Student Internet Access and Email Setup

- Go to: <http://www.mtc.edu>
- Select "MyMTC" (top of page)
- Select "MTC Help Desk"
- Select "Create or Forgot Password" (left side of page)
- Select "I want to set my password for the first time."  
(students only)
- Enter Username (last name followed by first initial and the last four digits of student ID)
- For help with user name: <https://help.mtc.edu/mm-faq/m-kb-logonhelp/170-user-name> Enter
- Last 4 digits of SSN
- Enter Birthdate
- Select "Reset Password"
- Set Security Question
- Select "Reset Password"
- Set Password following complexity rules
- Select "Reset Password"

Log into your student email by going to [www.mtc.edu](http://www.mtc.edu) and selecting "MyMTC" at the top of the page, then select "My Mail" and sign in with the username and password created. Or follow this link: <https://outlook.com/mtc.edu>

**Remember**, your username is your last name first initial and last four digits of your student ID. Example: John Smith whose student ID is 000-12-3456 will have a username of smithj3456