

# Log-on Instructions

## Log on to the computer with:

**User Name = Student ID #**

**Password = First 2 letter of your first name (Upper Case, Lower Case) + First 2 letters of your last name (Upper Case, Lower Case) + Last 4 of your social security #**

**Example: If your name is New Student and your social security number is xxx-xx-1234 your password would be NeSt1234**

## Once logged on to the computer please complete the steps below:

- Press CTRL, ALT, DELETE.
  - Click on “Change a password” to change initial password to your own.
    - *New password must be 7 – 11 characters and include 1 uppercase letter and 1 number*
  - Once complete, open Internet Explorer and go to [www.mstc.edu](http://www.mstc.edu).
  - Click on **MyMSTC** on the top right of the page and then select the “**Sign On Assistance**” tile
  - Complete form, SUBMIT, and upon “*Congratulations*” **CLOSE** and re-open Internet Explorer.
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- Go back to [www.mstc.edu](http://www.mstc.edu) and click on **MyCampus** on the top right of the page.
  - Login to **MyCampus** with your username: [studentID](#) and the new password you created upon logging on to the computer (wait a few seconds).
  - In a few seconds, a **sign-in window** will pop-up: re-enter password and click “**Sign in**”.
  - Verify either an email or phone number for security (recommend doing both, but phone must be SMS capable i.e. text msg.); “**verify**”
  - Pop-up window will appear asking to enter code to verify (code sent to email and/or phone number used); enter code sent and select “**submit**”
  - Simply click “**My Applications**” on the bottom; “**yes**” to save and then you will be taken to **MyCampus**.

**Thanks! You’re all set!**