

# Welcome to Distance Learning

Congratulations for taking a college-level class at your high school this semester through distance learning. For Distance Learning Courses we use Zoom.

## **Step 1: Create an NTC Student ID and Password** *(Already have an NTC ID? Skip to Step 2!)*

Tips to consider before you get started:

- You will need your Social Security Number.
  - Pay attention to spelling and punctuation when creating an account.
  - Use your full legal name when entering your information.
  - Make appropriate corrections if your device auto-fills any sections. (Sometimes a parent's information will auto-fill.)
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- Visit <https://my.ntc.edu>
  - Click "Create My Account."
  - Enter your information and follow the steps provided.

## **Step 2: Fill out the Distance Learning Registration Form Completely**

Once your NTC Student ID is created, please write it down as you will need to put this number on your registration form.

- Please make sure you include the correct course number, name, date, and time.

## **Step 3: Set Your Password for MyNTC (Only if you had NTC ID that hadn't been used in 30 days)**

*Access MyNTC to view grades, your class schedule and more. If you have taken an NTC class before and know your login information, skip to Step 2.*

- Visit **my.ntc.edu**
- Click "Set My Password"
- Enter your NTC email address and your date of birth.
- Follow the on-screen instructions to set your password.

## **Step 4: Access your Student Email**

*Check your email regularly for important information from NTC.*

- Visit **www.ntc.edu/email**
- Enter your NTC email address and your password.

## **Step 5: Log into Canvas**

*Access your courses, class syllabus and assignments from Canvas.*

- Visit **canvas.ntc.edu**
- Use your NTC email address and password to log in to Canvas.
- Click on your distance learning class link to begin.

## **FOR HELP LOGGING IN:**

Contact the IT Helpdesk by calling 715.803.1160 or submit a ticket online at **myhelpdesk.ntc.edu**



# 2024-2025 Distance Learning Registration

PLEASE PRINT CLEARLY

Today's Date: --

Last Name, First Name, Middle Initial

Male  Female

Date of Birth

NTC Student ID

Former Name (if applicable)

Permanent Address

City, State, Zip

Preferred Phone

Home  
 Cell  
 Work

Preferred Email

City  
 Village  
 Township

County of Residence

Municipality of Residence

Name of High School District in Which You Reside

Name of Current High School

Year of High School Graduation

Ethnicity: Are you of Hispanic or Latino Origin?

Yes  No

Race:  American Indian/Alaskan Native

Asian

Black or African American

Pacific Islander/Native Hawaiian

White

**Current Grade Level:**

09 - Ninth grade  
 10 - Tenth grade  
 11 - Eleventh grade  
 12 - Twelfth grade

**Highest Credential Received:**

01 - No Credential  
 02 - GED  
 03 - HSED  
 04 - High School Diploma

**Current Work Status:**

01-Employed, full-time  
 02-Employed, part-time  
 04-Unemployed, seeking  
 05-Not in labor market

**Single Parent\*:**

Yes  No

Check "Yes" if you are unmarried or legally separated and have custody or joint custody of one or more minor children or are pregnant.

**Disability\*:**

Yes  No

Check "Yes" if you are self-identifying a disability.

**Economically Disadvantaged\*:**

Yes  No

(Please select "Yes" if your income is below the stated figure for your family size (number in the family))

Number in Family	1	2	3	4	5	6	7	8
Annual Income	\$11,880	\$16,020	\$20,160	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890

If you have more than eight (8) family members, add \$4,160 for each additional household member.

\*This information is confidential and voluntary. Your feedback is used for continuous improvement of programming and state reporting. The information is requested to strengthen student support services and help obtain state and federal funding that can offset the full cost of your education. Accurate data helps NTC better identify student needs and improve services. Though your response is optional, it is very much appreciated.

**NTC Requested Course Information:**

Course #	Course Name	Day	Time	Start Date



Authorization to Release Student Record Information

Return to: studentrecords@ntc.edu+

Forms must be received from the NTC student email if electronically signed

In compliance with the Federal Family Education Rights and Privacy Act of 1974, NTC is restricted from disclosing certain information from your student records. Access to or release of your student records is only by written student consent.

SECTION A. Student Information (print clearly)

Form fields for Student Information: First Name, Last Name, M.I., Student ID Number, Mailing Address, Date of Birth, City, State, Zip code, Phone Number.

SECTION B Third-Party Designee(s) (Spouse/Parent/Agency/Employer/Other – print clearly)

Form fields for Third-Party Designee(s): 1. First and Last Name, 2. First and Last Name, 3. Name of Agency, Employer, High School, 4. Name of Agency, Employer, High School.

Check one or more of the boxes below to indicate the records you would like released. Cross out any documents within a category you do not want released.

- Checkboxes for record categories: All records identified below, Academic Records, Financial Aid Records, Student Financial Records, Counselor/Accommodation Records, Student discipline/behavior, Other (indicate specific record).

SECTION C. Student Certification

This authorization does not expire. You may submit a written request to revoke your authorization at any time. By signing below, I authorize NTC to release and discuss my education records, as specified above, with the individuals listed along with the high school, technical college, and distance learning network personnel.

The authorization of release is not valid without the student signature below.

Signature lines for Student Signature, Date, Legal Guardian/Power of Attorney Signature, Date, For Office Use Only: Date Entered, Staff Initials.