

Welcome to Distance Learning

Congratulations for taking a college-level class at your high school this semester through distance learning, an interactive television classroom that allows you to see, hear and communicate with your instructor and classmates at other locations.

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.)

- Visit <https://my.ntc.edu>
- Click "Create My Account."
- Enter your information and follow steps provided.
Once your NTC Student ID is created, please write it down as you will need to put this number on your registration form.

Step 2: Set Your Password for MyNTC

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 3: 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 4: 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**



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.

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

Student Signature _____ Date _____

Legal Guardian/Power of Attorney Signature _____ Date _____

For Office Use Only: Date Entered: ____/____/____ Staff Initials: _____