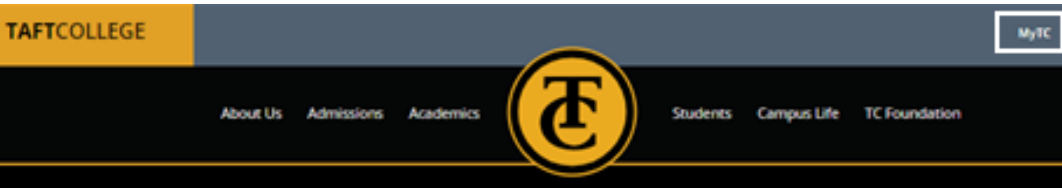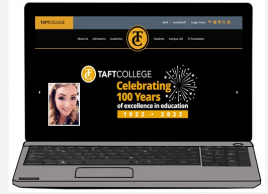# Initial Setup for the MyTC Portal (SSO)

You may have noticed, there is a new process to accessing your Taft College accounts.

What is MyTC Portal?

Initial Setup MyTC Portal

In support of a **Single Sign On** all your TC accounts can be accessed by logging into the **MyTC Portal Dashboard**.

If this is your first time logging onto your **MyTC Dashboard** or logging into one of the accounts, you will be prompted for the **Initial Setup Process.**

Setup MyTC Steps

1 Access the **MyTC Login** by going to the Taft College homepage and selecting **MyTC**. Or attempting to login to one of your MyTC Dashboard accounts. **Example: Canvas**

Log In to MyTC

Student First Time Users:
Your username will be your A number with a Capital A.
Password will be the first letters from your first and last name and the last 6 numbers of your student ID #. (no spaces, first letter is capitalized)
Example: Jose Garcia ID: A00123456
Username=A00123456
Password = Jg123456

Username
Enter your username

Password
Enter your password

Login

Contact Helpdesk | Login Instructions

2 Reset your MyTC Password

After your initial login MyTC you will be prompted to reset your account password.

1. Input your user credentials
2. Set your new password
3. Confirm new password
4. Select "Continue" and move on to the next step

Set Password
Please provide your new password, confirm it then click the 'Continue' button

Password Complexity Rules
Your new password must satisfy the following rules:
At least **1** lowercase character
At least **1** uppercase character
At least **1** numeric character
At least **12** characters long
Not contain any parts of your name
Contain characters from **3** of the following categories:
1. Uppercase characters (A - Z)
2. Lowercase characters (a - z)
3. Base 10 digits (0 - 9)
4. Non-alphanumeric (e.g. !, $, @)
Not contain the **<** char OR **&#**

Username

New Password

Confirm Password

Continue | Cancel

If prompted, set up your Challenge Answers. You only have to set-up your account once.

3 Setup Enrollment C.A.

You will be prompted to set your account Challenge Answers.

1. Input your new login credentials
2. Select your questions
3. Setup your Challenge Answers

ENROLLMENT - CHALLENGE ANSWERS

Please enter your current password and click the button below to enroll your challenge answers.

Username
A00123456

Password
•••••••••••

Continue

END-USER SELF SERVICE

Please answer at least 3 of the 10 questions below.
NOTE: Answers must be at least **1** characters long.

Username
A00123456

-- Please choose a question --

-- Please choose a question --

-- Please choose a question --

Cancel

Answers remaining: **3 optional**

If prompted, set up your Email Address. You only have to set-up your account once.

4 Setup Email Address

You will be prompted to link your personal email to this account.

1. Input your new login credentials
2. Provide your personal email
3. Select continue
4. Locate your One time Passcode and provide it in the next screen
5. Select continue

ENROLLMENT - EMAIL ADDRESS

Please enter your current password and an alternative email address to enroll. A test message will be sent immediately for confirmation. You can skip this enrollment but you will be asked to enroll again during your next login.

To **permanently** suppress reminders for this authentication type, check the box below before skipping. You can always enroll from the Account Management page.

Username
A00123456

Password
••••••••••••

☐ Permanently Suppress Reminders
☑ Permanently Suppress Reminders

Email Address
MyEmail@gmail.com

Continue

Skip

To Skip this Step:

1. Select Permanently Suppress Reminders
2. Select Skip

END-USER SELF SERVICE

A One Time Passcode (OTP) has been emailed. It could take 20 to 30 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

Username
A0012345

2nd Factor / One Time Passcode

Problems with this authentication option?

Continue

Cancel