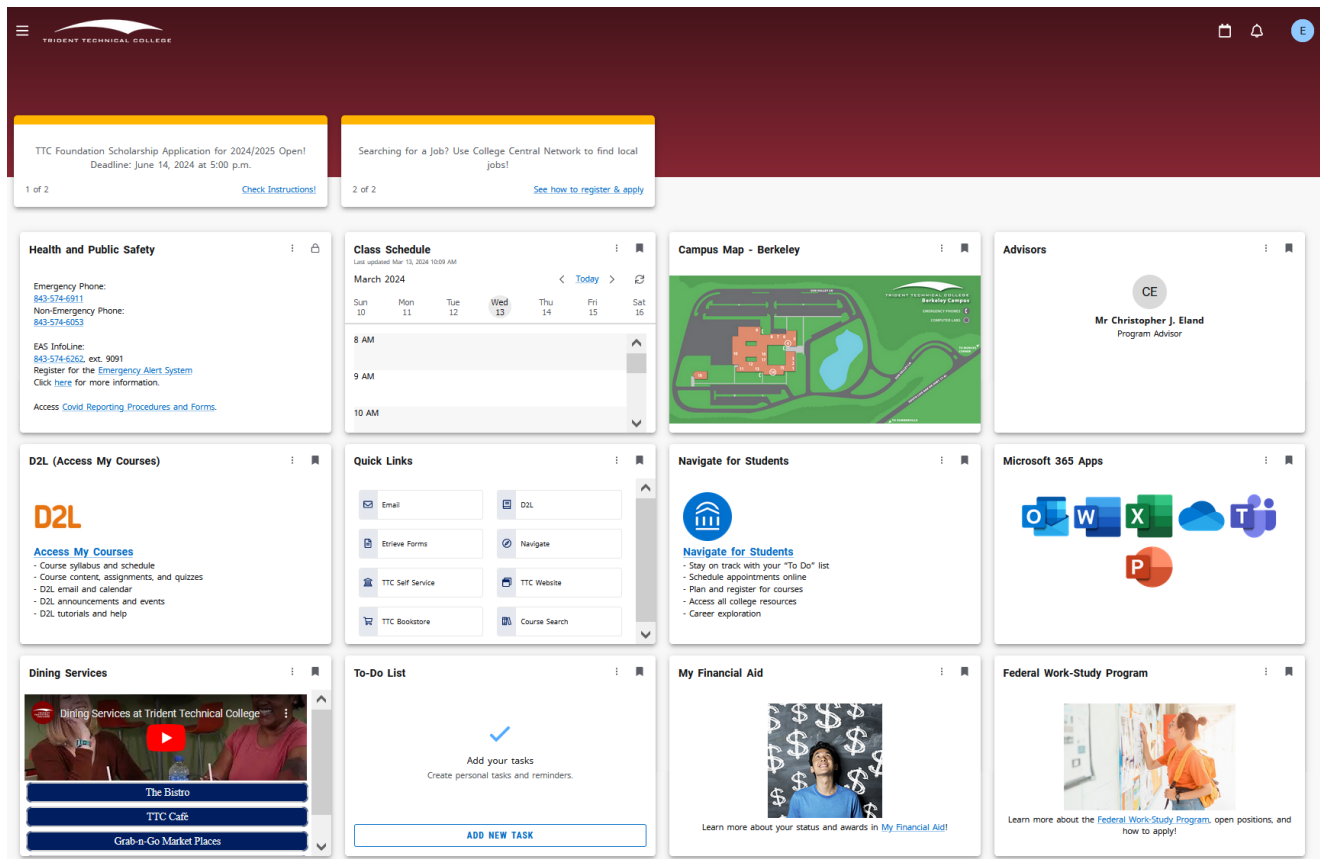


## TTC Portal (my.tridenttech.edu)

The **TTC Portal** is your home for all TTC-related resources to help you succeed at the college. It is a fully responsive web application with a personal **Dashboard** that provides access anytime from any device. The **TTC Portal** is designed for students, faculty and staff to access, organize and customize college resources and services quickly through a centralized and secure area without performing multiple sign-ons.



## QUICK ACCESS

You can access the **TTC Portal** using any web browser on mobile or computer devices:

- Visit <https://my.tridenttech.edu> and log in with your TTC credentials.

**NOTE:** You will be prompted to authenticate through Microsoft using your TTC email and password. Please ensure that pop-ups are enabled for the sign-in prompt.

## GETTING STARTED

When first accessing the **TTC Portal**, you will go through the “**Welcome to Your Dashboard**” prompts to get started. Once completed, you will arrive on the **Dashboard**, also known as **Home**. Each user has a set of default cards on their **Home** as a starting point until they customize their dashboard.

### HOW DO I CUSTOMIZE MY DASHBOARD?

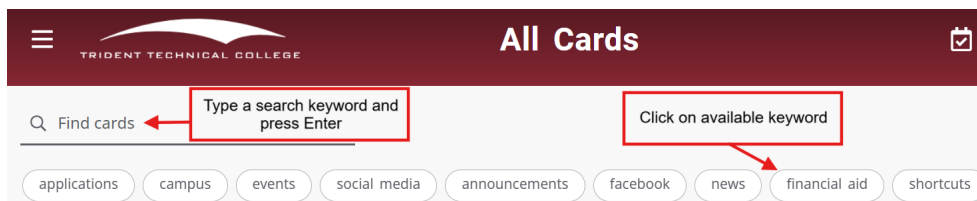
As you navigate campus life and your needs change, you can remove, discover and add new cards to use. You can customize the content displayed on your **Dashboard** by bookmarking or un-bookmarking and moving cards.

1. To move a card, click and hold the title area and drag the card to another preferred location on the **Dashboard**.
2. To remove a card from your **Dashboard**, click on the bookmark icon in the upper-right corner of the card.



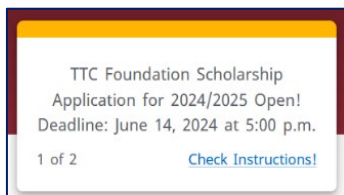
### HOW DO I DISCOVER MORE CARDS?

1. From your **Dashboard**, click on the **Main Menu** at the top left and then click **All Cards**. Or click on the **VIEW ALL CARDS** button at the top right of the **Dashboard**.
2. Use the search field at the top left or one of the pre-populated keywords/tags to find cards with information related to your search.



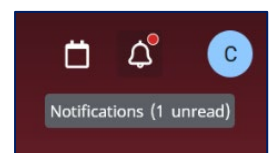
3. To bookmark/pin a card, click on the bookmark icon in the upper right-hand corner of the card. The bookmark icon is shaded gray for cards already on your **Dashboard**.

### WHAT ARE ANNOUNCEMENTS AND NOTIFICATIONS AND WHERE TO FIND THEM?



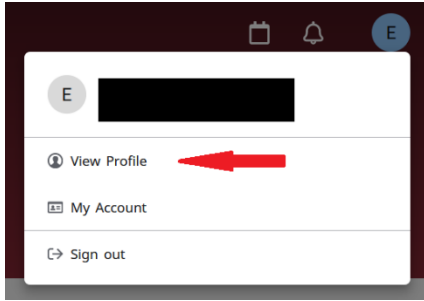
← **Announcements** will inform you about upcoming college changes or events. **Announcements** appear at the top of your **Dashboard**.

**Notifications** provide financial and academic alerts, information about new cards and to-do list reminders. **Notifications** appear under the bell icon in the upper-right corner of the **Dashboard**. →



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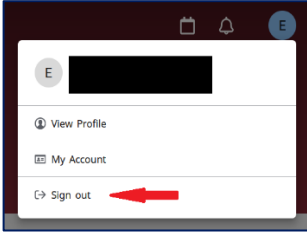
## WHERE DO I FIND MY PROFILE INFORMATION?



To view your academic and personal details or student ID, click the **Account** button (with your first initial) at the top right and then click **View Profile**.

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## HOW DO I SIGN OUT OF THE TTC PORTAL?



To sign out, click the **Account** button (with your first initial) at the top right and then **Sign out**.

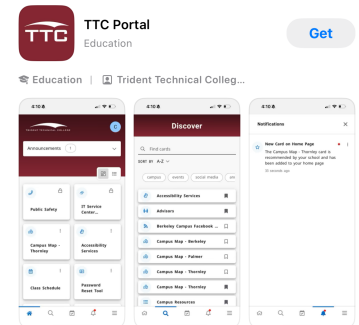
**NOTE:** Signing out of the **TTC Portal** could affect other TTC logins within the same browser. Make sure you **always** sign out when logged in on a public computer!

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## TTC PORTAL MOBILE APP

The **TTC Portal** mobile app provides a seamless experience to access academic and campus resources on-the-go on your preferred electronic device using native mobile features. The TTC Portal app serves as a companion to the desktop version and is available for Android and iOS devices. Search “**TTC Portal**” in the Apple App Store or Google Play Store to download for free.

**Note:** You must update your mobile device OS to the latest version.



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## I HAVE ADDITIONAL QUESTIONS AND NEED HELP. WHO DO I REACH OUT TO?

Please contact the IT Helpdesk at [Helpdesk@tridenttech.edu](mailto:Helpdesk@tridenttech.edu) or [\(843\) 574-6801](tel:8435746801).