Student Portal

How to access the first time

The process in this tutorial has been created to show you how to know your new username account and access the Student Portal and Live.com. You only need to complete the process once. Please check the error and configuration area if you cannot complete the process successfully.

Detail Tutorial
www.ftccollege.edu/portal
How to know your new account

Now you can Access the Student Portal, Blackboard, and your email at Live.com using only one username account; your intitutional email. **Your institutional email will be your username in those platforms.**

So how do you know your username/email account? We show you how:

Now knowing your e-mail and password is easy. You only need:

- Your first name and last name
- Your last 4 digits of your student number
- Your last 4 digits of your social security number

E-mail formula:

\[
\text{initial\_first\_name} + \text{your\_first\_last\_name} + \text{last\_4\_digits\_student\_number} + \text{@stu.ftccollege.edu}
\]

Example:

Name: John Doe
Last 4 digits of your student number: 1010
E-mail: jdoe1010@stu.ftccollege.edu

Password formula:

\[
\text{initial\_first\_name} + \text{initial\_first\_lastname} + \text{last\_4\_digits\_social\_security\_number}
\]

Example:

Name: John Doe
Last 4 digits of your social security number: 2020
Password: jd2020

Now you can Access the Student Portal. It’s very easy!

Please, follow the tutorial instructions from the nex page.
Tutorial:

This website is the new information page to know more about your Student Portal. Please spend time looking at the Help page for more information.
Virtual Campus

Login

Required Field
Please Login
Username: jdoe1010@stu.ftccollege.edu
Password: ******** Password is case sensitive
Forgot your password?

1. Enter here your new username/email: username@stu.ftccollege.edu

2. Enter here your temporary password: initialName+initialLastName+4LastDigitSSnumber

3. Click on Login

The site may not function properly if you are using a non-supported browser. Recommended browsers with minimum supported browser versions include Internet Explorer 7.6 and Firefox 3.0 for Windows. Also, Firefox 1.9 and Safari 3.6 for Macintosh.
1. Please enter your new password twice. Use at least 8 digits.

2. Click on Change Password
Virtual Campus

Account Updated
Your password was successfully changed. Please click on the link below and log in using your new credentials.

Successfully password change Message

Click on Proceed Home Button

Version: 12.1.0.3605
1. Enter again your username/email account.

2. Enter your new password. (The password you just changed)

3. Click on Login
Your will be asked for a security question for resetting password. The security question is:

What are the last four (4) numbers of your Social Security Number.

Please be sure to enter this correctly because this is not verified.

Click on Submit.
This is your new Portal Page. Please refer to Student Portal tutorial in the Help page/section for detail information about knowing the Student Portal.
One you activate your account, you must go to www.Live.com and activate your new email.

It is very important to activate your account because from the moment you activate your new Portal account, and turn on your Black Board, all electronic correspondence will be sent to your new Email account. If you do not activate your account, you will not be able to receive emails from your professors or from the institution.
Errors:

If you got this error, please go to the Portal Home Page again (Click on Home button) and use your new password. If not working, use the first temporary password you got.

Sometimes the Portal gives this error but the change password was completed successfully.
Configurations:

Cookies: Internet Explorer

1. Select Tools
2. Select Internet Options
3. Select Privacy Tab
4. Select Medium or Low from the slider
5. Click on OK or Apply
Javascript: Internet Explorer
Cookies: Firefox

1. Select Tools
2. Select Options
3. Select the Privacy Tab
4. Select Use Custom Settings for History
5. Select Accept Cookies from sites
6. Select Accept Third Party Cookies
7. Click on OK

Welcome to the Portal Information Center

Benefits
- Only one username account and password
- New Services
- Institutional Email
- Skydrive in Live.com

Enterprises Portal Manager

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Javascript: Firefox
Contacts: