Welcome to the Student Portal!

Overview:
1. Building student username, e-mail, and password.
2. Log in to the student portal account: https://myportalftc.edukgroup.com/

Building student username, e-mail, and password

Utilize:
- Student Initials - first and last name
- Student Number - last 4 digits
- Student Social Security Number - last 4 digits

Username formula:
initial_first_name + last_name + last_4_digits_student_number

Example:
- Username: jdoe1010
- Name: John Doe
- Last 4 digits of your Student Number: 1010

E-mail formula:
username@stu.ftccollege.edu

Example:
- E-mail: jdoe1010@stu.ftccollege.edu
- Username: jdoe1010

Password formula:
initial_first_name + initial_last_name + last_4_digits_SSN

Example:
- Password: jd2020
- Name: John Doe
- Last 4 digits of your social security number: 2020
Log in to the Student Portal Account
https://myportalftc.edukgroup.com/

Press the ‘LOGIN’ button to continue.

Login Menus for Student Portal Links:

Press the ‘Student Portal Homepage’ button to continue.

Press the ‘LOGIN’ button to continue.

After initial login a password reset can occur.

The ‘Forgot Password’ wizard will guide you.

Next, enter the ‘Username’ and ‘Password’, press ‘Login’ to continue. OR Press the ‘I Forgot your Password’ link.

Other menu items will show.
If you are accessing for the **first time**, you will be prompted to answer two security questions, these will be later use in case of password reset or changes in the user profile.

You can also **change your password**, navigating to:

You can also access your **current and scheduled classes**, navigating to:
Accessing Office 365

After completing the student portal account login, go to Live.com to activate the new institutional email.

Remember, it's very important to access Office 365: (http://mail.office365.com) and use the e-mail and new password information.

It is very important to activate your institutional email to access all related student communication sent by the institution and teachers, as well as access Canvas in the event you are taking online classes.
Browser Configuration:
Cookies: Internet Explorer - Cookies must be enabled to ‘Low’ or ‘Medium’

Using Internet Explorer go to Settings, then Internet Options.

Locate the ‘Privacy’ tab to adjust slide level.

Adjust the level to ‘Low’ or ‘Medium’.

Settings use the ‘Gear’ icon located in the upper right corner of your browser.

Press ‘Apply’ or ‘OK’ to save changes.
JavaScript: Internet Explorer

Staying in Internet Options.
Select the ‘Security’ tab.

Select ‘Custom level...’

Verify or select ‘Enable’ from ‘Active scripting’.

Press Ok to save. Then ‘Ok’ again to leave ‘Internet Options’.