BTC Student Computer and Email Quick Access Guide

COMPUTER LOGIN:

1. Press Ctrl+Alt+Delete and click "OK" to confirm acceptance of the [BTC Acceptable Use Policy](#)
2. Enter your Username and Password:
   - Your Username is: **Your last name + the last 4 digits of your Student ID Number (SID)**
     (Example: If John Smith has the SID 123456789 then the username would be Smith6789)
   - Your Password is: **"btc-" + your 8 digit birthdate (mmddyyyy)**
     (Example: If your birthdate is June 3rd, 1981 your password would be btc-06031981)
3. Make sure the "Sign in to:" is "BHAM-TECH", otherwise you must specify the domain in front of your username in the username field as follows: bham-tech\username
4. Click "OK"
5. The first time you log in, you will need create a new password by entering your new password, and confirming the new password.
   - Passwords must contain at least 8 characters, a number, and a letter

   NOTE: Remember the password you created. You will use it to log in to BTC in the future.

EMAIL LOGIN:

1. Open your web browser
2. Type http://www.btc.edu/studentemail in the address bar (You can access student email on or off campus)
3. Enter your BTC Email Address and Password:
   - Your Email Address is: **Your last name + the last 4 digits of your Student ID Number (SID) @beltc.ctc.edu**
     (Example: If John Smith has the SID 123456789 then the email address would be Smith6789@beltc.ctc.edu)
   - Your Password is: **"btc-" + your 8 digit birthdate (mmddyyyy)**
     (Example: If your birthdate is June 3rd, 1981 your password would be btc-06031981)
4. Click "Sign in"
5. The first time you log in, you will need create a new password by entering your new password, and confirming the new password.
   - Passwords must contain at least 8 characters, a number, and a letter

   NOTE: Remember the password you created. You will use it to log in to BTC in the future.

Troubleshooting FAQ:

Q: I forgot my Network or Email password. What should I do? A:
Go to http://www.btc.edu/passwordreset to reset your password

Q: I try to log into my Network account, but it says that my account is locked out. What should I do?
A: Go to http://www.btc.edu/passwordreset to reset your password. Resetting your password will also unlock your account

For further assistance, notify your instructor or library staff. The Student Links page also provides many useful resources:
https://www.btc.edu/CurrentStudents/StudentResources/StudentLinks.html