



**myBTC** Student Portal User Guide  
Bellingham Technical College

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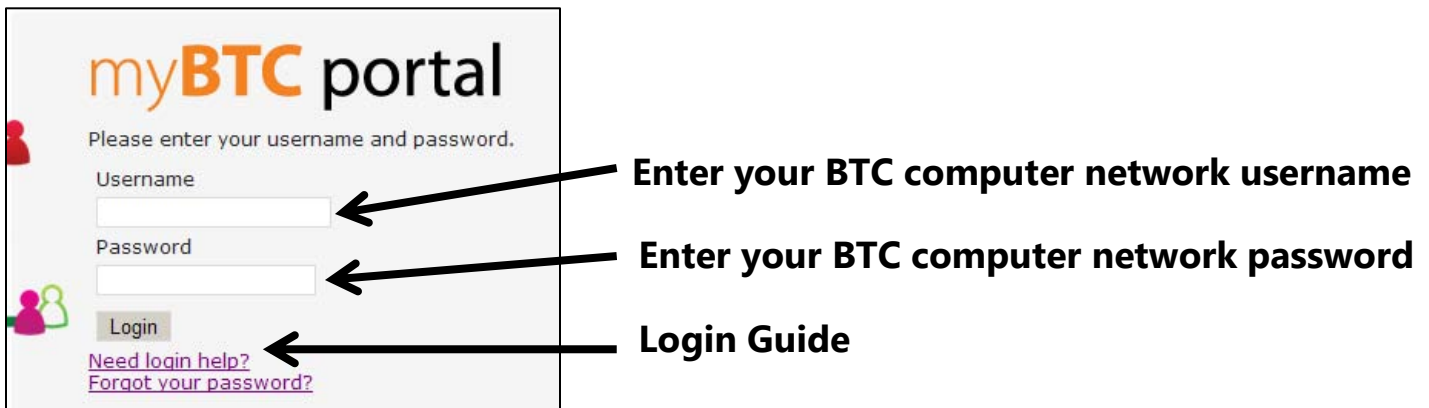
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# myBTC Student Portal User Guide

## How to Log In

The myBTC Student Portal can be accessed from the BTC Homepage by clicking on the “myBTC Portal” link, located in the bottom left corner of the screen.

To log in to the portal, enter your BTC computer network account name (i.e. Smith1234) and your BTC computer network account password. This is the same username and password used to login to computers on campus. For more information on your BTC computer network username and password ask your instructor, go to the library, or click the “Login Guide” link below the *Login* button. After entering your username and password, click the *Login* button to enter the student portal.



The screenshot shows the myBTC portal login interface. It includes a title "myBTC portal", a prompt "Please enter your username and password.", and two input fields: "Username" and "Password". Below these fields is a "Login" button and two links: "Need login help?" and "Forgot your password?". Three black arrows point from text labels to the input fields and the "Need login help?" link.

**Enter your BTC computer network username**

**Enter your BTC computer network password**

**Login Guide**

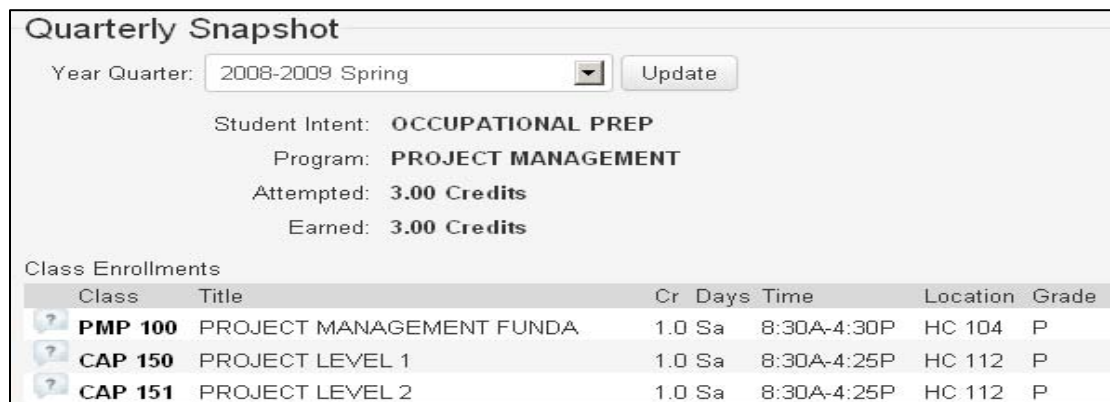
## HOME SECTION

After login, the HOME section will be displayed by default. There are 3 other sections available: PROFILE, REGISTRATION, and FINANCE. These sections are listed at the top of the page in the order displayed below.



A horizontal navigation menu with four buttons: HOME, PROFILE, REGISTRATION, and FINANCE. The HOME button is highlighted with a white background, while the others have a grey background.

The HOME section displays a *Quarterly Snapshot* of current and previous quarters in which you were enrolled. Select the quarter you wish to view from the *Year Quarter*: drop down list then click the *Update* button. The corresponding quarter data will appear below.



The screenshot shows the "Quarterly Snapshot" section. It includes a "Year Quarter" dropdown menu set to "2008-2009 Spring" and an "Update" button. Below this, it displays "Student Intent: OCCUPATIONAL PREP", "Program: PROJECT MANAGEMENT", "Attempted: 3.00 Credits", and "Earned: 3.00 Credits". At the bottom, there is a "Class Enrollments" table.

Class	Title	Cr	Days	Time	Location	Grade
PMP 100	PROJECT MANAGEMENT FUNDA.	1.0	Sa	8:30A-4:30P	HC 104	P
CAP 150	PROJECT LEVEL 1	1.0	Sa	8:30A-4:25P	HC 112	P
CAP 151	PROJECT LEVEL 2	1.0	Sa	8:30A-4:25P	HC 112	P

## PROFILE SECTION

The PROFILE section of the portal contains 3 options: VIEW PROFILE, CHANGE CONTACT INFO, and CHANGE PIN. Mouse over the PROFILE section title to select available options.



### View Profile

Displays your current contact information on file at BTC. Verify that the information is correct. If changes need to be made, proceed to the CHANGE CONTACT INFO section.

**Profile**

SID: 891010101  
Name: Student O Test  
DOB : Jan 1, 1991

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**Contact Info**

Address: 3028 LINDBERGH AVE  
BELLINGHAM WA 98225  
Email: TEST0101@beltc.ctc.edu  
Day Phone: (360)752-7000  
Eve. Phone: (360)752-7001

### Change Contact Info

Use this option to change your contact information. After you have entered the correct information, click the *Submit* button. Note that the changes may take up to 30 minutes to register in the system.

**Change Contact Info**

This form can be used to change your contact information. It can take up to 30 minutes for the changes to propagate through the system.

**Submitted input is changed to upper case and punctuation is removed.**

Street:

City:

State:

Zip:

Day Phone:

Eve. Phone:

### Change PIN

Use this option to change your Registration PIN. Note: Your default Registration pin is your six digit birthdate (MMDDYY).

**Change PIN**

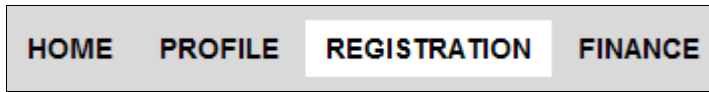
This form can be used to change your Registration or "global" PIN. This PIN is not related to your coursework logins.

The default Registration system PIN is your six-digit birth date (MMDDYY).

New PIN:

Confirm PIN:

# REGISTRATION SECTION



The REGISTRATION section of the portal contains three options: STUDENT SCHEDULE, REGISTER FOR CLASSES, and UNOFFICIAL TRANSCRIPT.

## Student Schedule

Select the quarter you wish to view from the *Year Quarter*: drop down list then click the *Update* button. Your student schedule for the corresponding quarter will be displayed below. Click the *Print* button below your schedule to print.

**Student Schedule**

Year Quarter: 2011-2012 Spring [Update]

TUE, APR 03, 2012      BELLINGHAM TECH COLLEGE      TERM: SPRING 12  
STUDENT SCHEDULE

SID: 891-01-0101      Day Phone: (360) 752-7000  
TEST STUDENT ONLINE DA      Evening: (360) 752-7001  
3028 LINDBERGH AVE  
BELLINGHAM WA 98225

Citizen:      Vet Status:  
Residency Status: I RESIDENT      Fee Pay Status: A1 VOC PREP HOURLY  
Program: 326Z PRACTICAL NURSING      Intent: F OCCUPATIONAL PREP  
Advisor:      Adv Phone:      Bldg/Room:

Course ID: WINE 150      Title: RIESLING WINE TASTING  
Section: 04      Item: 7081      Units: .2  
Bldg/Room: G 103      Days: Sa      Instructor: RADIL D  
Start Time: 03:00 P      End Time: 05:00 P  
Start Date: 05/19/12      End Date: 05/19/12  
Grade:      Fee Pay: ZZ      Class Fee: 30.00

TOTAL CREDITS	0.2		
TUITION CHARGES ..	.00	PRIOR PAYMENTS ...	.00
FEE CHARGES.....	30.00	COVERED BY FINAID	.00
TOTAL CHARGES ....	30.00	TOTAL PAYMENTS....	.00
		TOTAL DUE .....	30.00

[Print]

**Select Quarter**

**Print**

## Register for Classes

Any upcoming Registration Access Time will be listed at the top of this page (if applicable). Choose the quarter that you wish to register for classes from the *Year Quarter*: drop down box and then click the *Continue* button. **Note:** Only quarters you are able to register for will appear in the list. You will only be able to register for a quarter if your Registration Access Time is current and not blocked.

**Register for Classes**

Welcome

Click 'Continue' when you are ready to register

Year Quarter: 2011-2012 Spring [Continue]

**Register**

Registration for 2011-2012 Spring

Search: search for a class, instructor or item number [Search]

[Search by Department](#)

**Select Quarter**

**Enter Search Criteria**

Use the *Search*: box to locate the class you wish to register for. You can search by class name, instructor name, or item number. You can also search by Department (Program) by clicking the "Search by Department" link below the *Search*: box. Click the *Search* button to display results.

Search results will appear below.

AUTO COLLISION REP							
ACRT 115, NON-STRUCTURAL REPAIR							
		1310	Apr 4-Apr 13	DAILY	8:00A-9:00A	MC 134	EVENSTAD B
ACRT 123, NON-STRUCTURAL METAL FIN							
		1315	Apr 16-Apr 20	DAILY	8:00A-9:00A	MC 134	EVENSTAD B
ACRT 125, REFINISHING SURFACE PREP							
		1318	Apr 4-Apr 13	MWF	12:00P-1:00P	MC 134	EVENSTAD B

### How to view a class description:

Click the ? icon to view class description.

### How to register for a class:

Click the green plus icon to register for a class.

Any classes that you have registered for will appear in the *Your Registered Classes* section on the right side of the screen (see right). The tuition, fees and payments for the class will appear in the *Your Charges and Payments* section. If there are any blocks (i.e. you have not met prerequisites) you will receive an error and will not be able to register for that class.

Charges and Payments	
Credits	.2
Tuition	\$0.00
Fees	\$30.00
Total	\$30.00
Amt. Due	\$30.00
Payment	\$0.00
FinAid	\$0.00
Total	\$0.00
Refund	\$0.00

Registered Classes	
	<b>WINE 150 (7081)</b> RIESLING WINE TASTING May 19 3:00P-5:00P Sa G 103 0.2 cr \$30.00 fee

### How to add yourself to a class waitlist:

If you click the green plus icon and are prompted with *Waitlist Registration* screen (see right) then the class is full. You can add yourself to the class waitlist by clicking the *Submit* button. To cancel being added to the waitlist click the *Cancel* button. After you have confirmed your addition to the waitlist, a message in red text will appear, advising you of your position on the waitlist.

Waitlist Registration	
The following class is full.	
Click 'Submit' to have this class added to your waitlist.	
Item	Class
8021	CHFM 107 The current waitlist count = 0001 and capacity = 0028.
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

### How to drop a class:

Under the *Your Registered Classes* section, click the red X icon next to the class name to drop the class.

		<b>MIX 101 (4581)</b> BARTENDING FOR PROFESSNL May 10-May 12 6:00P-9:00P ThF HC 103 1.0 cr \$199.00 fee
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If a class is closed, an icon (see right) will display and you will be unable to register for that class.

CHFM 109, HYPNOBIRTHING			
		8014	Apr 5-May 3 Th

## Unofficial Transcript

View your Unofficial Transcript. To print your transcript, click the *Print* button below.

Unofficial Transcript

**IMPORTANT**

Credit comparisons may not be calculated accurately on your Unofficial Transcript.

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TUE, APR 03, 2012                      BELLINGHAM TECH COLLEGE  
UNOFFICIAL STUDENT TRANSCRIPT

TEST STUDENT ONLINE  
3028 LINDBERGH AVE  
BELLINGHAM WA 98225

TERM	COURSE ID	TITLE	GRADE	IN PROGRESS	CREDITS	HOURS
SUM00	ABDY 001	AUTO COLLISION REPAIR			7.3	120.0
Qtrly:	Gpa Hr	0.0 Hr Earn	0.0 P/S Hr	0.0 Grpts	0.0	GPA 0.00
CUMULATIVE:	Gpa Hr	0.0 Hr Earn	0.0 P/S Hr	0.0 Grpts	0.0	GPA

\*\*\*\*\*  
CUM CALCULATED ON CLOCK HOURS PRIOR TO  
SUMMER 07  
\*\*\*\*\*

A562 CERT-ADMINISTRATIVE ASSISTANT

**Print**

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## FINANCE SECTION

**HOME   PROFILE   REGISTRATION   FINANCE**

The FINANCE section of the portal contains two options: PAYMENT BALANCE and 1098T TAX CREDIT.

### Payment Balance

This section will display your current payment balance. This is the amount you owe for your registered classes. If money is owed, a *Pay* button will be displayed below your balance. Click the *Pay* button to pay for your classes by credit card (Note: You will be taken to a site outside of myBTC).

Current Balance

Balance: **\$169.00**

To pay your balance using a credit card click the Pay button. You will be redirected to the Credit Card Payment login page. You will need your SID and PIN to login.

### 1098T Tax Credit

Shows your 1098T Tax Credit information (if applicable).

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## How to Log Out

To log out of the myBTC Student Portal, click the "Log Out" link (see right) in the upper right corner of the screen.

Student Test [ [Log Out](#) ]

If you have any further questions about the myBTC Student Portal, contact your instructor, or the Library for assistance.