

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: <http://www.btc.edu/General/StudentLinks.aspx>