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: **\textit{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](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: **\textit{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](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](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](https://www.btc.edu/CurrentStudents/StudentResources/StudentLinks.html)