

# STUDENT BTC COMPUTER ACCESS GUIDE

## HOW TO LOG IN (FIRST TIME USERS):

### If this is your first time logging in:

1. Enter your username into the "User name:" box.  
Your Username is:  
Your last name + the last 4 digits of your Student ID Number (SID).  
(For example: John Smith, SID: 123456789. Username is: Smith6789).
2. Enter your password into the "Password:" box.  
Your Password is:  
btc + your 8 digit birthdate (mmddyyyy).  
(For example: Birthdate: June 3<sup>rd</sup>, 1981. Password is: btc06031981).
3. Make sure that the "Log on to:" drop down list says "BHAM-TECH".
4. Click OK.
5. It will ask you to change your password.

6. Click OK.
7. Enter your old password first (btc + your 8 digit birthday) in the "Old Password:" box.
8. Enter a new password in the "New Password:" box. You can create any password you want, but it must have:
  - a. At least one letter **and** one number
  - b. Eight characters or more
9. Enter the password you created again in the "Confirm New Password:" box.
10. Click OK.
11. You will be informed your password has been changed. You may get an error requiring you to retype your passwords. If so, make sure you repeat steps 7 – 11 carefully.

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

## HOW TO LOG IN (RETURNING USERS):

### If you have logged in to your BTC account before:

1. Enter your username into the "User name:" box.  
Your Username is: **Your last name + the last 4 digits of your Student ID Number (SID)**.  
(For example: John Smith, SID: 123456789. Username is: *Smith6789*).
2. Enter your password into the "Password:" box.
3. Make sure that the "Log on to:" drop down list says "BHAM-TECH".
4. Click OK.

## HOW TO LOG IN TO YOUR BTC EMAIL:

1. Double click the Internet Explorer icon on the desktop to open the web browser.
2. Type [www.live.com](http://www.live.com) in the address bar.
3. Click on the "Hotmail" link in the upper left hand corner.
4. Sign in using your BTC email address in the "Windows Live ID:" box.  
(Your email address is: **your username@beltc.ctc.edu**. For example, *Smith6789@beltc.ctc.edu*)
5. Enter your default password into the "Password:" box.  
(Your default password is: **btc + your 8 digit birthdate (mmddyyyy)**. For example, *btc06031981*)
6. Click "Sign In".
7. Fill out all the boxes for your personal information and create a new password. You only need to do this step once. Remember your password, as you will need it to log in to your email in the future.  
**NOTE: Your email password is separate from your BTC network computer password.**
8. Then Click the "Mail" link at the top of the page to access your email.

You can access your email from anywhere on or off campus by visiting [www.live.com](http://www.live.com)

## QUESTIONS:

*I forgot my password, what do I do?*

Inform an instructor, Library staff member or go to Registration for assistance with a password reset.

*I don't know my Student ID Number (SID), where can I get it?*

See the Registration desk in the College Services building for assistance.

*I try to log in, but it says that my account is locked out, what should I do?*

Inform an instructor, Library staff member or go to Registration for assistance with unlocking your account.

**PLEASE ASK AN INSTRUCTOR OR STAFF MEMBER IF YOU REQUIRE FURTHER ASSISTANCE**