

Who do I contact if I have questions?

Contact Student Services at 920.693.1109
or 1.888.GO TO LTC, Extensions:

- Admissions..... 1109
- Assessment/Testing..... 1184
- Counseling 1109
- Financial Aid 1718
- Learning Support Services..... 1690
- Minority Services..... 1120
- Records..... 1888
- Registration..... 1366
- Youth Options 1109

1290 North Avenue
Cleveland WI 53015-1414

gotoltc.edu

1.888.GO TO LTC

(1.888.468.6582)

920.693.1000 • TTY: 920.693.8956

NCA-Accredited

Ncahlc.org • 312.263.0456

What can I do on My LTC?

You can do the following and more...

- Apply for admission
- View your **To Do List** items
- Apply/view/accept financial aid
- View your demographic information
- Add/update your emergency contacts
- Update your phone numbers
- Enroll/drop classes online
- View/print your class schedule
- View/print your unofficial transcript
- Request your official transcript
- View and pay your tuition
- View/print your grades
- Search class offerings
- Print your Enrollment Verification

How do I get help?

Contact the 24/7 **Help Desk** at the
following numbers:

- If off campus, call toll-free
1.877.44MYLTC (1.877.446.9582)
- If on campus, dial **#61767**.



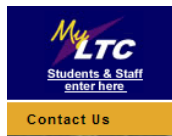
Admissions

My LTC is your
online resource for
information and
services

LTC is an equal opportunity/access employer and educator.

How do I access My LTC from off campus?

- Go to gotoltc.edu (LTC's website).
- Click the **My LTC** icon located in upper right hand-corner.



How do I sign onto My LTC?

Sign on using your LTC User ID (student ID#) and your password.

If this is your first time using **My LTC** or if you have forgotten your User ID or Password:

- Click on **Need to create a password** to obtain your Sign On.



My LTC Sign On

User ID:

Password:

Student Sign On Assistance

- [Need to create a password?](#)
- [Forgot your password or want to change it?](#)

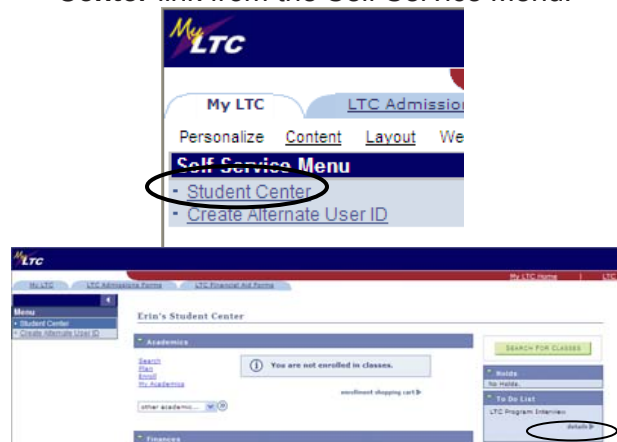
- Complete the requested information and click **Submit**.
- Click on the link **Continue to Home Page** or the link in the email to sign on to **My LTC**.
- Sign on using your LTC User ID and the password you just created.

What is my To Do List?

To Do List items are the admissions requirements that you need to complete before you are admitted into your program.

How do I check my To Do List items?

- Log into **My LTC** click on the **Student Center** link from the Self Service Menu.



- Click on the **details** link in the **To Do List** section.

Where do I get the forms to complete my admissions requirements?



- On the **LTC website** home page, click on **Current Students**.
- Click on **Admissions Forms** under the **Academics** heading. Select the form link that is requested in the letter you received.
- Print the form required, complete it, and submit it to the Admissions Office.
- If you have additional forms to complete, repeat the process for each form required.

Did you know ...

Email is the official means of communication at LTC?

You have an LTC student email address.

To access your account:

- On the **LTC Website** home page click on the **Current Students** section, then select **Student Email**. You will then be prompted to log in with a user name and password.



- Your user name is your 8 digit **student ID#**. (example: John Smith with a student ID of 12345678 would have a user name of 123445678.)
- Your initial password is the **last 4 digits of your social security number**. (If you have not provided your social security number, your initial password will be the last four digits of your student ID number.)
- Your email address is your **full last name plus last 5 digits of your student ID# followed by @gotoltc.edu**. Example: John Smith's email address is then smith45678@gotoltc.edu.

LTC expects students to check their LTC email account weekly to stay current with college-related communication.