



eTC is your personalized, online account connecting you to all College information and services. Your eTC account is assigned when you are admitted to the college, as indicated in your acceptance letter. Before logging into eTC for the first time, follow these instructions to change your temporary password and enroll your account:

Step 1: Log into <http://account.tctc.edu> using the **User Name and **Temporary Password** included in your acceptance letter. If you do not know your User Name, [click here](#) to search. Your **user name will remain the same** but you will **need to change your password**. The **temporary password** is your **T-Number** and **two digit day of birth**.**

For example, if your T-number is **T12345678** and your birthday is on the **15th**, your **initial password** would be **T1234567815**. The T must be capitalized.



Please Sign In To Reset Your Password.

[Sign in](#)

User Name:

Password:

Students:

Your initial password is your T-Number and two digit day of birth.

For example, if your T-number is T12345678 and your birthday occurs on the 5th of the month, your initial password would be T1234567805



Step 2: Once you login you will be asked to change your password. Select the Change Password Tab at the top of the screen. When choosing a password, be sure to choose a password that is difficult for others to guess. Instructions for password requirements will be provided on the change password Tab.

Change Password

Change your current domain password.

TCTC Password Policy Requirements

- Your password will expire every 195 days
- Your last 10 passwords are remembered and cannot be reused
- Your password must be between 10 and 16 characters in length
- Your password may not contain 3 or more consecutive characters from your userID
- Your password may not contain a sequence of characters that may be read the same in either direction (e.g. radar, level, civic, racecar)
- Your password may not contain the following character sequences: qwerty, asdf, abcd, 1234
- Your password must contain at least 1 Uppercase character: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
- Your password must contain at least 1 Lowercase character: a b c d e f g h i j k l m n o p q r s t u v w x y z
- Your password must contain at least 1 Number: 1 2 3 4 5 6 7 8 9 0
- Your password must contain at least 1 Special character from the following list: ! # % ^ * - + { } / ? _ .

Old Password

New Password

Password Strength :

Confirm New Password



Step 3: Once you have successfully reset your password you will be presented the following screen and will be able to login to eTC.

✔ Your password has been changed successfully.

Click on [My Info](#) to edit your own details.



Forgotten Password: If you forget your password, you can visit <http://account.tctc.edu> to reset it. You must have your previously set password in order to proceed.

Password Expiration: For security purposes you will be required to change your password every 195 days. You will receive email notifications at your tctc.edu email address that the expiration date is near. Log into <http://account.tctc.edu> to create your new password. This will be reflected immediately in the College systems so that you may log in with your newly created password.

College Emails Concerning Passwords:

- The College will never send you an email asking for your password. If you receive such emails, please do not reply and then forward the email to the Service Desk at servicedesk@tctc.edu.
- The College **will** send you emails to notify you that your password has changed. This email is informational and will not contain any password information. If you receive this email and have not recently reset your password, please contact the Service Desk.
- The College **will** send you email to notify you of upcoming password expirations. Please refer to the password expiration section above.

Additional Support: If you need additional assistance, please contact the Service Desk via the [Web Form Here](#) or contact us at:

864-646-1779

1-866-269-5677 (Toll free within the 864 area code only.)

servicedesk@tctc.edu