

# NGTC Student Technology Guide

## NGTC Okta Account Setup

Visit <https://northgatech.okta.com> to set up your Okta Single-Sign-On (SSO) account

Have your phone available to install Okta Verify and scan a QR code. If you can't scan the QR code, select Can't scan. Quick Start Guide is available by visiting: <https://northgatech.edu/current-students/student-account-login-instructions>



## NGTC Okta SSO

<https://northgatech.okta.com>

- Single-sign-on (SSO) system
- Access to BannerWeb, Blackboard, Degree Works, eCampus, OneDrive, Office 365, Outlook, Teams, and more
- Change NGTC password – Settings - Edit Profile
- Reset password by SMS/text message or voice call

1. Enter **Username** (first part of email address before @)
2. Enter **NGTC Password**
3. Select **Sign In**

*If you change your password in Okta, it will change your password for all you NGTC Okta accounts.*



## Okta Verify

- Smart phone app to support multifactor authentication (MFA) with Okta account
- Additional protection beyond a simple password
- Verify login by push notification or 6-digit code
- Selecting NO to a push notification will lock your account and prevent unauthorized access

*If you delete the app or get a new phone contact IT Help Desk Heidi Tapley – (706) 754-7750 or by email at [htapley@northgatech.edu](mailto:htapley@northgatech.edu)*

If you are having difficulty receiving push notifications, please restart your device.



## Okta Mobile

- Smart phone app providing quick access to BannerWeb, Blackboard, Degree Works, eCampus, OneDrive, Outlook, Teams, and more
- Sign in with a 4-digit PIN or fingerprint

### To Setup Okta Mobile app:

Doman: northgatech.okta.com

Username: the first part of your email before @

Password: your current NGTC password



## Outlook

- Stay up to date on activities, deadlines, and more
- Email your instructors and advisor
- Available on Okta or by visiting <https://portal.office.com>
- First time sign in - allow a few minutes for Okta to sync with O365

Username: Full NGTC email including @my.northgatech.edu

Password: your current NGTC password



## BannerWeb

- Add/drop classes
- Check financial aid
- Pay for classes and view payments
- Print and view your class schedule
- View final grades and unofficial transcript



## Blackboard

- View courses and course materials
- Submit an assignment
- Check grades

If you receive an authentication error, restart your device.

*For Blackboard course content questions contact your instructor or Sam Marchant at [smarchan@northgatech.edu](mailto:smarchan@northgatech.edu)*

### Need Help with NGTC Technology!

Contact IT Help Desk Heidi Tapley – (706) 754-7750  
[htapley@northgatech.edu](mailto:htapley@northgatech.edu)

#### Contact the Library

Clarksville Campus- Jamey Wilkes - (706) 754-7720

Blairsville Campus- Samantha Marchant - (706) 439-6326

Currahee Campus – Melissa Hozey - (706) 779-8114

[library@northgatech.edu](mailto:library@northgatech.edu)

#### Include the following information:

- Your name
- Your NGTC Student ID#
- Your NGTC email address
- Your birthdate in the MMDDYY format

# Office 365

- NGTC students have free access\* to Microsoft Office
- Includes Word, Excel, PowerPoint, OneDrive, Outlook, Teams, and more
- Access Office 365 by visiting <https://portal.office.com>
- Install Office on up to 5 PCs, Macs, and tablets

## To install Office 365 on a personal PC or device:

You may have multiple versions of Microsoft Office installed on your computer. Do not uninstall a previous version unless you have the product key to reinstall later.

1. Sign in to **NGTC email**
2. Select your initials or picture in upper right corner
3. Choose **My account**
4. Select **Install Office**
5. Follow on screen prompts to complete installation

*\*Students must be actively enrolled in classes to have free access to O365*

# OneDrive

- Access files from anywhere at any time from any device with internet access
- Easily share files and folders
- Offline edits are automatically uploaded next time you connect to the internet

# Microsoft Teams

- NGTC approved video communications app for virtual meetings/classes
- App available in Okta, Office 365, or desktop or mobile app
- Install the desktop app on your personal computer
- Install the mobile app by visiting your device's play store

## Sign into Teams app:

1. Enter **FULL NGTC email** address including @my.northgatech.edu
2. Enter current NGTC password

# Degree Works

- View program requirements
- Check program completion progress
- View graduation plan – Select Plans tab

*Contact your advisor if you have questions regarding Degree Works content or program requirements.*

# NGTC Password

## Password Requirements

- Passwords cannot be reused
- Minimum password length is 8 characters
- Password may not include your name
- Password must contain characters from 3 of the following categories:
  - Uppercase letters
  - Lowercase letters
  - Digits 0 through 9
  - Non-alphanumeric characters  
(~!@#\$%^&\* \_+=\|(){}[];:'<>,.?/)

**Your initial password is meant to be a temporary password.**

## Changing your password

1. In Okta –Select Name – Settings – Edit profile – Change Password
2. On NGTC campus computer press Ctrl+Alt+Delete – Change password
3. In Office 365 – Settings – Change your password

# Frequently Asked Questions

## What does MMDDYY mean?

MMDDYY stands for your birthdate in the MonthMonthDayDayYearYear format. For example: if your birthdate is March 2, 2001, your MMDDYY format is 030201

## What is SSO?

SSO stands for single-sign-on. SSO allows users to sign into an account once and have access to multiple apps/systems without being prompted to sign in again.

## What is multifactor authentication (MFA)?

Multifactor authentication is used to verify login to an account. Okta Verify app is used to grant access to your account as an additional protection beyond a simple password.

## What do I do if I get a new cell phone?

Contact Heidi Tapley at the IT Help Desk by email at [htapley@northgatech.edu](mailto:htapley@northgatech.edu) or by phone at 706-754-7750

## What do I do if I am not receiving Okta push notifications?

Restart your device. If using Okta Verify, open the app.

## What if I forgot my password?

If you setup your phone to receive texts and/or voice calls during Okta setup, you can reset your password in Okta by selecting *Need help signing in?* and then *Forgot password?*

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