

STUDENT TECHNOLOGY **GUIDE**

NGTC OKTA ACCOUNT SETUP

- Visit 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".
- A Quick Start Guide is available by visiting northgatech.edu/student-resources/help-desk/



NGTC OKTA SSO

northgatech.okta.com

- Single-sign-on (SSO) system
- Access to myNGTC Experience, Blackboard, Degree Works, eCampus, OneDrive, Office 365, Outlook, Teams, and more
- Change NGTC password – Settings - Edit Profile
- Reset password by using your security question.

1. Enter **Username** (first part of email address before @)
2. Enter **NGTC Password**
initial password is your birth date in the MMDDYY format followed by Ngtc (ex. MMDDYYNgtc)
3. Select **Sign In**

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



OKTA VERIFY

- Smart phone app to support multi-factor 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
- Restart your device if you aren't receiving push notifications

If you delete the Okta Verify app or get a new phone, email: helpdesk@northgatech.edu

Need help? Contact us!

Help Desk: helpdesk@northgatech.edu | Library: library@northgatech.edu

Clarkesville Campus:

Jamey Wilkes
(706) 754-7720

Currahee Campus:

Lane Riggs
(706) 779-8104

Blairsville Campus:

Samantha Marchant
(706) 439-6326

Please include the following information:

- Name
- NGTC Student ID #
- NGTC Email Address
- Your birth date in MMDDYY format

myNGTC EXPERIENCE

- 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 assignments and take exams
- Check grades
- Chrome and Firefox are the preferred browsers
- Restart your device if you receive an authentication error

For questions concerning courses or content within Blackboard, contact your instructor or Sam Marchant at smarchan@northgatech.edu.

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 LIBRARY

- Available on all 3 campuses
- Best place to begin your research
- Access to GALILEO
- Computers available for use
- Help with email, Blackboard, MyNGTC Experience and more

How to access the library online:

- 1.** Visit northgatech.edu
- 2.** Select Quick Links – Library

OUTLOOK

- Stay up to date on activities, deadlines, and more
- Email your instructors and advisor
- First time sign in - allow a few minutes for Okta to sync with M365
- Available in Okta or by visiting portal.office.com
- Use full NGTC email when signing into Microsoft

MICROSOFT 365

- NGTC students have free access* to Microsoft Office
- Includes Word, Excel, PowerPoint, OneDrive, Outlook, Teams, and more
- Available in Okta or by visiting portal.office.com
- Install Office on up to 5 PCs, Macs, and tablets

To install Microsoft 365 on a personal PC or device:

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

- 1.** Sign in to M365
- 2.** Select Install Office
- 3.** Follow on screen prompts to complete installation

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

ONEDRIVE

Available in Okta or by visiting portal.office.com

- Easily share files and folders
- Offline edits are automatically uploaded next time you connect to the internet

NGTC PASSWORD

Password Requirements

- Minimum password length is 8 characters
- Passwords cannot be reused
- Password may not include your name
- Password must contain characters from 3 of the following 4 categories:
 - Uppercase letters
 - Lowercase letters
 - Digits 0 through 9
 - Non-alphanumeric characters (~!@#\$%^&*_-+=|\(){}[]:;'"<>.,?/))

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

Changing your password

1. In Okta – Settings – Edit Profile – Change Password
2. On NGTC campus computer press Ctrl + Alt + Delete – Change password

FREQUENTLY ASKED QUESTIONS

What does MMDDYY mean?

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

What is multi-factor authentication (MFA)?

Multi-factor 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 the IT Help Desk by email at helpdesk@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?*

As set forth in its student catalog, North Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following persons have been designated to manage inquiries regarding the non-discrimination policies: Dr. Fran Chastain, Dean of Student Support and Engagement, Title VI, IX, II Coordinator, Clegg Center 212, (706)754-7855, fran.chastain@northgatech.edu.

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