

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/student-resources/help-desk/>



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
- Restart your device if you aren't receiving push notifications

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



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

For question concerning courses or content within Blackboard, contact your instructor

or Sam Marchant at smarchan@northgatech.edu

Need Help with NGTC Technology!

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

Contact the Library at library@northgatech.edu
Clarkesville Campus- Jamey Wilkes - (706) 754-7720
Blairsville Campus- Samantha Marchant - (706) 439-6326
Currahee Campus – Melissa Hozey - (706) 779-8114

Include the following information:

- Name
- NGTC Student ID#
- 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

- Available in Okta or by visiting <https://portal.office.com>
- 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 4 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 – Settings – Edit my profile – 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 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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