

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 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**
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 you 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:
Melissa Hozey
(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

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 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, BannerWeb 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
3. In Office 365 – Settings – Change your 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?*

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