• **How do I access my Mountwest Online Class?**

To access your online class you must first log in to myMCTC Self-Service by visiting: [http://www.mctc.edu/myMCTC](http://www.mctc.edu/myMCTC) and then Click the “Log-in to myMCTC Self-Service” button:

![Login to myMCTC Self-Service](image)

• **I have never logged on to myMCTC Self-Service before, what are my ID and PIN?**

If this is your initial log in your birth date will be your initial pin. (mmddyy, ie. 010290) **Note:** use only your last two digits of the birth year. You will be prompted to change your pin your new pin must be at least SIX characters in length and can be up 15 characters long.

• **I’m logged into Self-Service now where do I go?**

Choose the Student/Financial Aid Menu, then click the “Online Classes” link. Access to your Online class is available here. Click the login button on the next screen.

Next, click the LOGIN TO BLACKBOARD button.

You will be automatically logged in to your Blackboard Online Class.

• **I’ve read all this and am lost, don’t know where to start, or have another question what do I do now?**

Contact the Help Desk at 304-710-3470 or e-mail them at helpdesk@mctc.edu or you can stop by the Help Desk Room 108 of Main Building at top of Fifth street hill road, look for the Help Desk sign.