MOUNTWEST
COMMUNITY AND TECHNICAL COLLEGE
A State Community and Technical College of West Virginia
An Equal Opportunity/Affirmative Action Employer

Disclaimer: *It is your responsibility to protect your MCTC account credentials and ensure that the account is not being used maliciously. Sharing of account credentials with others is in direct violation of the Mountwest Acceptable Use Policy. It is your responsibility to read this policy and to be familiar with what is expected of you as a MCTC student and account user.*

Your MCTC account (username and password) grants you access to computers on-campus, including those in the library, ASC, and within classrooms. It will also give you access to Mountwest's WiFi. (Please reference the directions for logging onto Mountwest's WiFi for more information.)

To login to a computer on Mountwest's campus, follow the steps below:

1. Ensure the computer and monitor are on. Once on, move the mouse and the computer will bring you to the login prompt.

2. If someone else is logged in, you will need to select "**Other User**" from the bottom left of the screen.

3. Enter your username (the first part of your email address without "**@mctc.edu**")

4. Enter your password & hit enter or the " -> " key.

   o For new students, your initial/temporary password will be: Mtw+6 digit birthdate+!
      Example - For a student whose birthday is February 8th, 2002, your password will be: Mtw020802!

   o If this is your first time logging into your account, you will be prompted to change your password.

IMPORTANT: **When done, please remember to log out.** Please do not "shut down" or "restart" your computer unless instructed to do so by your professor.

To log out:

1. Click on the Window's logo at the bottom left of your screen'

2. Click the circle with the outline of a person inside. (This is at the top of the menu items at the far left of your screen.)

3. Then select "Sign Out"

If additional help is needed, you can call the Mountwest IT Helpdesk at 304-740-3470 or visit us in room G12. You can also submit a support ticket at https://support.mctc.edu/ and one of our technicians will be reach out to you.