

PTC Pathway: A User's Guide

>>What is PTC Pathway?

PTC Pathway is your gateway to online college services. A fully accessible Intranet, Pathway allows you to access a number of college services and information.

>>How do I log into PTC Pathway?

You can find a link to PTC Pathway on the college homepage at www.ptc.edu or visit pathway.ptc.edu. Enter your PTC ID and PIN number.

>>What is my PTC ID? Why do I need it?

You should have received a PTC ID via letter from Admissions and when you met with your New Student Advisor. The letter P followed by eight numerical digits, your PTC ID replaces your social security number for all PTC services.

Your PTC ID will also be used in the Campus Shop and Library. Memorize your PTC ID. Don't forget it; write it down!

! If you don't know your PTC ID, you can look it up online:

1. Go to pathway.ptc.edu
2. Click on **What is my PTC ID?**
3. Follow the onscreen instructions.

>>What is my PIN? How do I get it?

Your PIN is a six-digit number. For first-time users, this PIN is your birthdate in the following format: MMDDYY. If you forget your PIN, follow the steps below to have it reset. It will be reset to your birthdate in MMDDYY format.

! If you forget your PIN, you must:

1. Call the **Help Desk** at (864) 941-8627 to have it reset.
— or —
1. From the Pathway login screen, click on **Need Help? Click Here.**
2. Submit a ticket to have your PIN reset.

>>How do I change my PIN?

From the **Home** tab:

1. Click **Change PIN.**
2. Key in your old PIN, enter and re-enter new PIN.
3. Click **Change PIN.** Remember this PIN!

>>How do I navigate PTC Pathway?

After logging in, you'll find that getting around PTC Pathway is a snap!

- The Home tab contains important announcements and quick access to email.
- The Student tab links you to DegreeWorks, D2L, registration resources, advising information, career resources, student records, academic resources, my grades, bookstore, library resources and personal information.
- The Financial Aid and Tuition tab links you to financial aid requirements, financial aid awards, financial aid dates, credit/debit card payment and business office.

>>How do I print my schedule?

Return to the **Student** tab:

1. **Class Schedule and Account Summary.**
2. Select the term and click **Run Report.**
3. This brings up your schedule/account summary that can be used to purchase books at the bookstore.
4. Click **File** and **Print** in your browser window.

>>How do I check my Financial Aid Status?

From the **Financial Aid and Tuition** tab, you can check financial aid requirements and Financial Aid Awards. To check these items, choose an award year and click **GO.**

>>How do I check my Tuition Balance?

From the **Financial Aid and Tuition** tab, select account statement and schedule in the Business Office box.

>>How do I access my D2L courses?

From the **Student** tab:

1. Select the **Click here to Access your D2L** link in the **My Courses** box.
2. D2L opens in a new window taking you to your D2L homepage.
3. You must enter your username (PTC ID) and password.

>>How do I access my email?

Before you access your email, you must set up your email account. To do this, you must:

1. Log into PTC Pathway. From the **Home** tab, you should see the **live@EDU Student Email Access box.** Click on the link to access your email.
2. If you're a first-time user, you'll need to enter your PTC ID and date of birth to set up your account.
3. Storage space is limited; check your email frequently and delete unwanted messages.

>>What is my email address?

Your email address will be your PTC ID number, for example: P00026628@live.ptc.edu.

>>How do I check my grades?

Once posted each semester, you may view your grades on Pathway. From the **Student** tab:

1. Select the term you want to view and click **Go** in the **My Grades** box.
2. You can view both Midterm Grades and Final Grades.

Check the academic calendar to determine when grades will be posted each semester.

>>How do I view my unofficial transcript?

View your unofficial transcript in PTC Pathway. From the **Student** tab:

1. Click “view unofficial transcript” under **Student Records** area.
2. Click **Submit**.
3. Your unofficial transcript will be displayed.

For an official copy of your transcript, click on “order official transcript” on the **student** tab. You will be redirected to the National Student Clearinghouse transcript ordering website.

>>How do I find out what courses I need to complete my major?

You are able to complete a **Degree Evaluation** in **DegreeWorks** via your PTC Pathway account.

From the **Student** tab:

1. In the **Advising Information** box, click on **DegreeWorks**.
2. This opens your degree evaluation worksheet.
3. Scroll down to see the requirements for your program, including courses you have completed and those that you still need to complete for your major.
4. To view another major, click on **What If** to the left of the worksheet.
5. Select the new major with the drop-down menu.
6. Click **Process What-If**.

For additional information on how to use **DegreeWorks**, please contact your academic advisor.