Move on When Ready "How to Get Started" Guide

NORTH GEORGIA TECHNICAL COLLEGE

On-Campus Students—Fall 2017

Step 1

Check/Print Your Class Schedule

Your class schedule has important information like class location and times.

How to:

- Go to www.northgatech.edu
- Look for the "New Students Start Here" section at the bottom
- Click "Set up your NGTC accounts"
- Follow the log in instructions for BannerWeb

After logging in:

Click Student Services & Financial Aid → Registration → Student Detail Schedule → Click correct term; click *Submit*.

Get Your NGTC ID Card

NGTC student ID cards are needed for various reasons on campus. ID cards are made at all three NGTC campuses. A photo ID is required.

Go to:

Clarkesville Campus, Clegg Center
Blairsville Campus, Library
Currahee Campus, Front Office

*Be sure to bring a copy of your class schedule so the NGTC staff member has your name, student ID #, and verification of enrollment.

Step 2

Pick Up Your Books

Step 3

Books may be picked up between **August 7th—23rd**. Move on When Ready students **do not** pay for books; instead, books are essentially checked out from the NGTC Bookstore and <u>must</u> be returned by the last day of class.

How to:

- Go to the NGTC Bookstore at your campus
- Bring your NGTC student ID card
- Bring your class schedule
- After finding your books, go to the cash register
- Tell the bookstore employee that you are a high school student
- Sign a copy of your receipt
- <u>Be sure to return books at the end of the semester</u>

Request A Parking Decal

Step 4

Request decals for all vehicles you may bring to campus. Be sure to select the correct campus.

How to:
- Go to www.northgatech.edu
- Look for the "New Students Start Here" section at the bottom
- Click "Get your Parking Decal"
- Log in using your BannerWeb username and password
- Click "Add a Vehicle"
- Answer the questions about your vehicle
- Pick up decal from main receptionist desk at your campus

*Request parking decals for every vehicle parked on campus

Set Up Your Student Email

All official school information will be sent to this email address.

How to:

- Find your NGTC email address on your acceptance letter

- Go to www.northgatech.edu → Current Students → Quick Links → Student Email

- Sign into Office 365 (Your student email address is your Windows Live ID)

- You will have a new password based on your birthdate in this format: MMDDYYNgtc   *Example: 021599Ngtc

  ***Student email is the official channel of communication between NGTC and its students. You are encouraged to check your student email account on a daily basis.**

Step 5

Login to Blackboard

Step 6

Online and hybrid classes use the Blackboard online classroom. Instructors in non-online classes may also use Blackboard.

How to:
- Go to www.northgatech.edu→ Current Students → Quick Links → Blackboard (Online/Hybrid)
- Username = 38_91XXXXXXX <This is the NGTC ID # on your card>
- Initial Password = 38_91XXXXXXX
  - • Enter this initial information and you will be prompted to create a new, permanent password for Blackboard

*Please note that students may not be successful at accessing Blackboard until the first day of class. Online students must log in on the first day of class.

Have questions? Contact:

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