

First Time Access of My CVTC

My CVTC is the College's web portal for email, online software, course information, Edvance360, announcements, the Student/Staff Information System (SIS), and more. Follow the instructions below to access My CVTC the first time. Contact Tech Support if you need assistance. Tech Support information is at the end of this document.

1. Open a web browser.

NOTE: CVTC computer technologies require Internet Explorer.

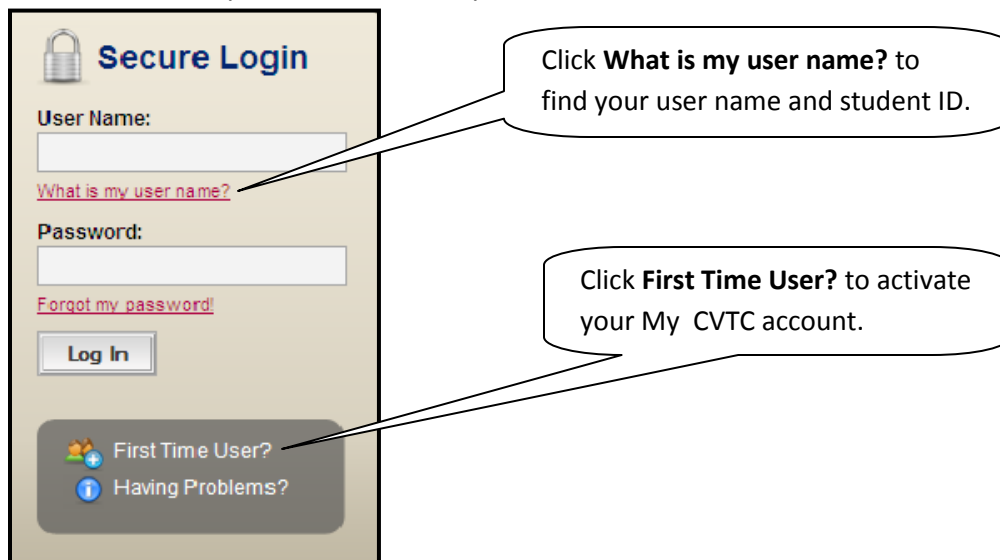
2. Enter <http://www.cvtc.edu/>

3. Click **My CVTC Login**  at the top center of the screen.

4. Click **What is my user name?** if you do not know your user name or student ID; follow the links and directions provided in the form.

5. Click **First Time User?**

NOTE: Click **Yes** if you receive a security alert.



Click **What is my user name?** to find your user name and student ID.

Click **First Time User?** to activate your My CVTC account.

6. Complete the *Activate My Account* form.

7. Create your SIS pin and My CVTC password per the criteria below.

NOTE: The SIS pin is also referred to as a Banner pin.

My CVTC password	SIS pin
<ul style="list-style-type: none"> • Minimum length – 6 characters. • Contain at least one character from each of the following groups: <ul style="list-style-type: none"> ○ Uppercase letters (A-Z). ○ Lowercase letters (a-z). ○ Numbers (0-9). ○ Additionally you may use a special character: ! @ # \$ % ^ & * () + = _ - { } []. 	<ul style="list-style-type: none"> • Exact length – 6 characters. • Contain alphanumeric characters only.

IMPORTANT: Make a note of your My CVTC password and SIS pin and keep them in a secure place. You may need your SIS pin to access your student email the first time.

8. Click **Next**.

NOTE: Follow the instructions on the screen if you are unsuccessful. Contact the Help Desk (see information below) if you need assistance.

9. Follow screen prompts to return to My CVTC.

10. Enter your **user name** and **My CVTC password** to access My CVTC.

Tech Support



Tech Support provides technical support by serving as a first point-of-contact when a problem or question arises. Contact Tech Support for computer related problems like resetting passwords or accessing your email.

Campus Number5555

Off Campus Number715-830-5555 (local Eau Claire)

Online.....<https://help.cvtc.edu/TechSupport/default.aspx>

Email.....techsupport@cvtc.edu