Central Ohio Technical College

SETTING UP YOUR STUDENT ACCOUNT

Check your personal email account for an email from cotcadmissions@cotc.edu containing your temporary password. Then following the instructions below.

You may find your email and other messages by logging into myCOTC. myCOTC ties together your email, classes, and online self-services all into one place. To set up your access to myCOTC, follow the steps below:

1. **Get your username.** Go to [http://www.cotc.edu/depts/Pages/Password-Reset.aspx](http://www.cotc.edu/depts/Pages/Password-Reset.aspx). Follow that link for "What is my Username". Note: your full e-mail address is your username plus "@cotc.edu". For example, if your username is doe-1001, then your e-mail address would be doe-1001@cotc.edu.

2. **Change your password.** Go back to [http://www.cotc.edu/depts/Pages/Password-Reset.aspx](http://www.cotc.edu/depts/Pages/Password-Reset.aspx) and click on COTC Password Reset for Students. A box will pop up asking for your credentials. Enter your username and temporary password. You will then be taken to an Internet Service Manager page that will allow you to change your password. Be sure to use something you will remember and that will not be easily guessed by anyone else.

3. **Login to myCOTC:** Go back to the COTC home page: [www.cotc.edu](http://www.cotc.edu) and look for myCOTC in the white menu at the top of the page or go to [https://my.cotc.edu/](https://my.cotc.edu/). Log in using the username found in step 1 and your new password.

4. **Synchronize your email with myCOTC.** Once logged in, you will see a box near the top, left side of the page titled "My Webmail". In that box you will see an error message, and a link for "Enter your credentials". Follow this link and enter your username and password. Click "OK" when finished. This will synchronize your email account to your myCOTC account, and you will be able to view your email messages from myCOTC. You should not have to enter your credentials again unless you change your password.

5. **Check out the “myCOTC Help” button in the top left corner of myCOTC** for an explanation of the services and content you will find in myCOTC.

6. **Take your time and explore myCOTC** to become comfortable with its features. You will use this website throughout your journey at COTC. **For security reasons, you must always sign out when you are finished.**

**Questions?**

E-mail the COTC Gateway at [cotcgateway@cotc.edu](mailto:cotcgateway@cotc.edu)

Or call:

- (740) 366-9422 – Newark
- (740) 622-1408 – Coshocton
- (740) 392-2526 – Knox
- (740) 755-7090 – Pataskala