

Accessing the Student Assistance Portal

Login to myCOTC to access the Student Assistance Portal

Go to www.cotc.edu in any web browser. Select myCOTC in the upper right hand corner of the screen next to the search bar



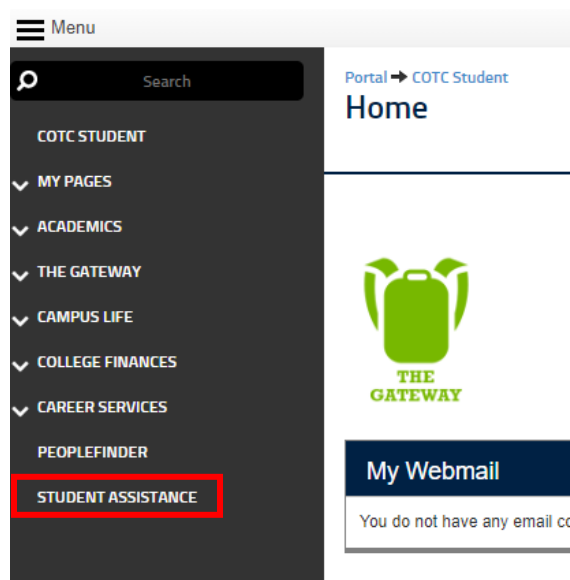
Enter your myCOTC login information (lastname-#####). **Note: You can only access this space if you have applied to the college and have a Student account on file.**

myCOTC and myNewark

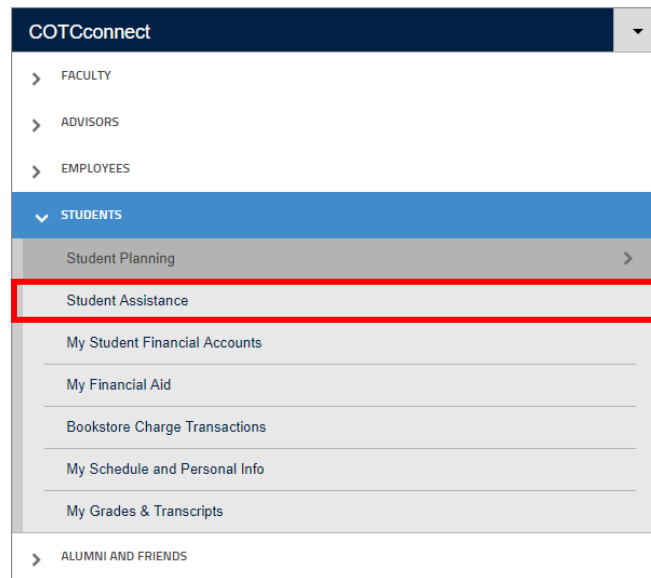
A screenshot of the myCOTC and myNewark login page. At the top, there is a header with the text 'myCOTC and myNewark'. Below this is a banner image showing a campus scene with buildings and trees. To the right of the banner are logos for 'THE OHIO STATE UNIVERSITY' and 'CENTRAL OHIO TECHNICAL COLLEGE'. Below the banner is the text 'Central Ohio Technical College and OSU Newark Authentication'. Underneath is a form with the instruction 'Type your user name and password.'. The form contains two input fields: 'User name:' and 'Password:'. Both fields are highlighted with a red rectangular box. To the right of the 'Password:' field is a 'Sign In' button. Below the form is a disclaimer: 'This is the secured private network used by the OSU Newark and Central Ohio Technical College campuses. Information contained on the network is deemed to be private and confidential. Any unauthorized access or use of the systems contained on this network may result in disciplinary action including possible dismissal from the institution and/or punishment in a court of law.' At the bottom, there is contact information: 'If you have problems logging into the network please contact the ITS Help Desk at 740-366-9244'.

Once you are in myCOTC you can access the Student Assistance Portal 3 different ways:

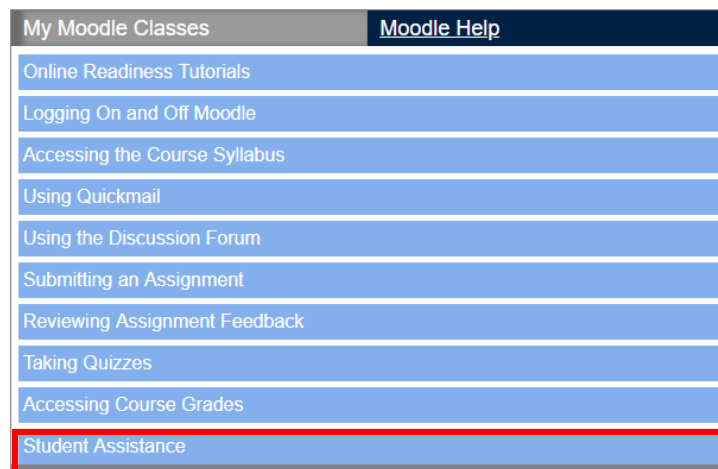
- 1) Hover over the Menu Icon in the upper left-hand corner of the screen. Select the "Student Assistance" link from the bottom of the list.



- 2) Under COTCConnect, select the “Students” Drop down. Select “Student Assistance” In the Option set, directly underneath Student Planning.

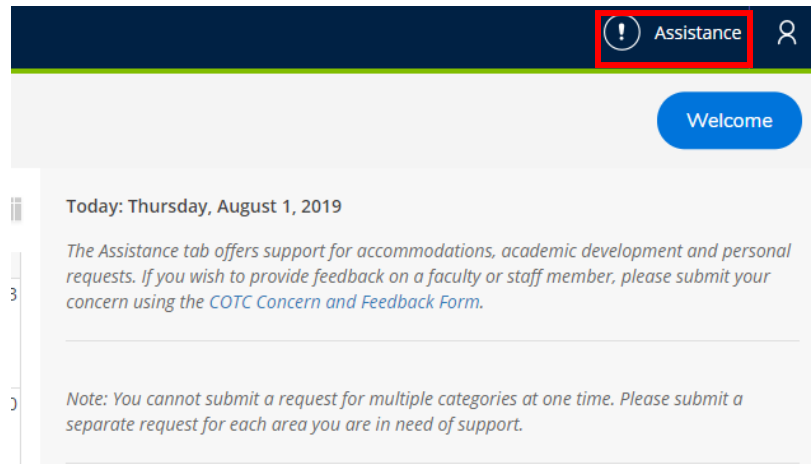


- 3) Select the “Moodle Help” Tab next to “My Moodle Classes. Select the “Student Assistance Link at the very bottom of the list.



Submit a Request for Assistance

Once inside the Student Assistance Portal, select the “Assistance” Icon in the upper right-hand corner of the screen:



Click the drop-down arrow next to “Select One”. A list of options will appear. Select “Academic Difficulties” or “Personal Difficulties” depending on what best describes your needs.

I have a question, comment, or concern about...

Select One

- Academic Difficulties
- Accommodations Request (Disability Services)
- Personal Difficulties
- Submit Financial Aid Documents

The "Academic Difficulties" and "Personal Difficulties" options are highlighted with red rectangular boxes.

Add any applicable comments you wish to communicate to the Coordinator of Retention and Completion Initiatives to describe your situation or ask a question and hit submit.

Academic Difficulties

Add Comment

Cancel Submit

The "Add Comment" text area and the "Submit" button are highlighted with red rectangular boxes.

Your case will then be submitted to the Office of Advising and Retention and a staff member will reach out accordingly.