

CPTC STUDENT TECHNOLOGY GUIDE

CPTC OKTA ACCOUNT SETUP

- Visit login.coastalpines.edu to set up your Okta Single Sign On (SSO) account.
- Have your phone available to install Okta Verify and scan a QR code. If you can't scan the QR code, select "can't scan".
- An Okta User's Guide is available by visiting libguides.coastalpines.edu/okta or by using the Okta User's Guide QR code.



CPTC OKTA SINGLE SIGN ON (SSO)

- Access to BannerWeb, Blackboard, Email, and more
 - Change CPTC password - Settings - Edit Profile
 - Reset password by SMS/text message or voice call
 - If you change your password in Okta, it will change your password for all your CPTC Okta accounts.
1. Enter USERNAME (entire email address - username@student.coastalpines.edu)
 2. Enter CPTC Password (initial password is Cptc followed by your birth date in the MMDDYY format. Ex. CptcMMDDYY)
 3. Select Sign In

OKTA VERIFY

- Smart phone app to support multi-factor authentication (MFA) with Okta account
- Additional protection beyond a simple password
- Verify login by push notification or 6-digit code
- Restart your device if you aren't receiving push notifications.
- An Okta User's Guide is available by visiting libguides.coastalpines.edu/okta or by using the Okta User's Guide QR code.



FREQUENTLY ASKED QUESTIONS

What does MMDDYY mean?

MMDDYY stands for your birth date in the MonthMonthDayDayYearYear format. For example: if your birth date is March 2, 2021, your MMDDYY format is 030201.

What is multi-factor authentication (MFA)?

Multi-factor authentication is used to verify login to an account. Okta Verify app is used to grant access to your account as an additional protection beyond a simple password.

What do I do if I get a new cell phone?

Contact a member of CPTC Admissions or Library Services.

What if I forgot my password?

If you setup your phone to receive texts and/or voice calls during Okta setup, you can reset your password in Okta by selecting *Forgot Password?*

What do the day abbreviations on my schedule mean?

M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, U = Online
Example: TR = Tuesday & Thursday

CPTC PASSWORD

Password Requirements

- Minimum password length is 8 characters
- Passwords cannot be reused
- Password may not include your name
- Password must contain characters from 3 of the following 4 categories:
 - Uppercase Letters
 - Lowercase Letters
 - Digits 0 through 9
 - Special Characters (@ # \$ %)

Changing your Password

1. In Okta - Settings - Edit Profile - Change Password
2. On CPTC campus computers press Ctrl + Alt + Delete - Change Password
3. In Office 365 - Settings - Change Your Password

Resetting your Password

Reset your password by contacting CPTC Student Affairs or Library Services or use the password reset QR code.



Need Help?

CONTACT US!

Admissions: admissions@coastalpines.edu

Library Services: libraryservices@coastalpines.edu

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BANNERWEB

- Add/drop classes
- Check financial aid
- Pay for classes and view payments
- Print and view your class schedule
- View final grades and unofficial transcripts

BLACKBOARD

- View courses and course materials
- Submit assignments and take exams
- Check grades
- Chrome and Firefox are the preferred browsers
- Restart your device if you receive an authentication error

For questions concerning courses or content within Blackboard, contact your instructor or submit a Blackboard Help Desk Ticket here: <https://gvtc.tcsg.edu/cptc/StudentSupport>

DEGREE WORKS

- View program requirements
- Check program completion progress
- View graduation plan - Select Plans tab

Contact your advisor if you have questions regarding Degree Works content or program requirements.

CPTC LIBRARY SERVICES

- Available on all 7 campuses
- Best place to begin your research
- Access to GALILEO
- Computers available for use
- Help with OKTA, Blackboard, email, and more

Access CPTC Library Services at <https://libguides.coastalpines.edu/libraryservices> or through the Library Services QR code.



OUTLOOK

- Stay up to date on activities, deadlines, and more
- Email your instructors and advisor
- First time sign in - allow a few minutes for Okta to sync with M365
- Available in Okta

MICROSOFT 365

- CPTC students have free access to Microsoft Office
- Includes Word, Excel, PowerPoint, OneDrive, Outlook, Teams, and more
- Available in Okta
- Install Office on up to 5 PCs, Macs, and tablets

To Install Microsoft 365 on a personal PC or device:

1. Sign in to M365
2. Select Install Office
3. Follow on screen prompts to complete installation

**Students must be actively enrolled in classes to have free access to O365*

**If you have multiple versions of Microsoft Office installed on your computer, do not uninstall a working version unless you have the product key to reinstall later.*

ONEDRIVE

Available in Okta

- Easily share files and folders
- Offline edits are automatically uploaded next time you connect to the internet

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