MTC Password Reset Instructions

1. Access Portal Guard by going to https://help.mtc.edu and clicking on "NEW Password Management" link on the left hand side.

2. Enter your username (*last name + first initial of first name + last 4 digits of your MTC Student ID*) and click the forgot password button.

3. You will have the option of supplying your answers to 2 of the 3 questions from when you enrolled –OR—using a one-time passcode. Select which option and click continue.

4. After answering the questions or entering the one time passcode, click the continue button to reset your password.

5. Enter your new password and confirm it in the textboxes, pay attention to the complexity rules.

6. You will receive a "Password Reset Successfully" message when you have successfully changed your password.

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