Initial Setup for the MyTC Portal (SSO)

You may have noticed, there is a new process to accessing your Taft College accounts.

In support of a Single Sign On, all your TC accounts can be accessed by logging into the MyTC Portal Dashboard.

If this is your first time logging onto your MyTC Dashboard or logging into one of the accounts, you will be prompted for the Initial Setup Process.

Setup MyTC Steps

1. **Access the MyTC Login** by going to the Taft College homepage and selecting MyTC or attempting to login to one of your MyTC Dashboard accounts. **Example: Canvas**

2. **Reset your MyTC Password**
   - After your initial login MyTC you will be prompted to reset your account password.
   - 1. Input your user credentials
   - 2. Set your new password
   - 3. Confirm new password
   - 4. Select “Continue” and move on to the next step

3. **Setup Enrollment C.A.**
   - You will be prompted to set your account Challenge Answers.
   - 1. Input your new login credentials
   - 2. Select your questions
   - 3. Setup your Challenge Answers

4. **Setup Email Address**
   - You will be prompted to link your personal email to this account.
   - 1. Input your new login credentials
   - 2. Provide your personal email
   - 3. Select continue
   - 4. Locate your One Time Passcode and provide it in the next screen
   - 5. Select continue

5. **To Skip this Step:**
   - 1. Select Permanently Suppress Reminders
   - 2. Select Skip

If prompted, set up your **Challenge Answers.** You only have to set-up your account once.

If prompted, set up your **Email Address.** You only have to set-up your account once.

**What is MyTC Portal?**

In support of a Single Sign On, all your TC accounts can be accessed by logging into the MyTC Portal Dashboard.