

Taking an ONLINE class and don't know where to start? Follow these steps on the first day of class 😊

1. Go to the BRTC homepage at www.blackrivertech.edu
2. Scroll down until you see the myBRTC logo



3. Log in to the myBRTC portal using this login scheme:
Username—firstname.middleinitial.lastname
Password---Date of Birth (MMDDYY)

*If you cannot get logged in, email IT at support@blackrivertech.edu for assistance.
4. Once you are logged in to the myBRTC portal, click on the round button that says **MOODLE** (classes will not show up until the 1st day of class).
5. Click on the class name to enter your Moodle online classroom. Your instructor will have all course materials for your online class posted in the Moodle online classroom. Find the course **SYLLABUS** first and read it very thoroughly. If you have questions, contact your instructor.
6. You will also be able to check your **BRTC email account** from the myBRTC portal using the envelope link that is under your list of classes. Please check your BRTC email frequently as it is how your instructor may correspond with you.

This video will show you how to access and navigate the myBRTC portal.

https://www.youtube.com/watch?time_continue=120&v=cXK1Dam4XaY&feature=emb_logo