Activate Account/Reset Password

To access campus resources, such as logging on to campus workstations and student email, you first need to create an account. Please follow the steps below to create an account.

1. Open a browser (such as Internet Explorer or Chrome) and go to the Southwest Tech website at [www.swtc.edu](http://www.swtc.edu). Click on the [MYSWTC] icon at the top of the webpage.

2. The MySWTC (Student Portal) webpage will be displayed. Click on the “activate their SWTC Student Portal Account” link below the Login button.
3. This will start the 8-step “REACTIVATE Account/PASSWORD Reset” wizard.
   a. **Step 1** – Read the information and click the “I Agree” button.

   ![Step 1 of 8: REACTIVATE Account / PASSWORD Reset](image1)

   **Step 2** - Key in the numeric code inside the green rectangle and click “Next.”

   ![Step 2 of 8: IMAGE Validation](image2)
c. **Step 3** - Key in your “**Student ID and Date of Birth**” **OR** your “**Social Security Number and Date of Birth**”. Note - enter your birthdate as MM/DD/YYYY. **Do NOT enter information in all three fields!** Click “Next.”

![Step 3 of 8](image)

- **Step 3** - Key in your “**Student ID and Date of Birth**” **OR** your “**Social Security Number and Date of Birth**”. Note - enter your birthdate as MM/DD/YYYY. **Do NOT enter information in all three fields!** Click “Next.”

d. **Step 4** – Verify your account information. Click “Next.”

![Step 4 of 8](image)

- **Step 4** – Verify your account information. Click “Next.”

 e. **Step 5** – Enter a security question and answer that only you know. This is done to protect your account information. **Your answer is case sensitive and spaces count as a character.**

![Step 5 of 8](image)

- **Step 5** – Enter a security question and answer that only you know. **Your answer is case sensitive and spaces count as a character.**
f. **Step 6** – Enter your password in the two text boxes. *Please make sure your password meets the mandatory requirements as detailed in the paragraph.*

![Step 6 of 8 - Logon Password](image)

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**Step 6 of 8 - Logon Password**

**PASSWORD Setup**

**MANDATORY.** The password needs to be 8 - 15 characters, does not include common words or names, including your student username and combines uppercase and lowercase letters, numbers and symbols. This password will be used to login to MWSYC, campus workstations and student email.

- Enter your password:
- Re-enter your password:

![Next Button](image)

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g. **Step 7** - Confirm your account information.

![Step 7 of 8 - Confirm Process](image)

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**Step 7 of 8 - Confirm Process**

**PROCESS Confirmation**

- Your Student ID:
- Your Name:
- Your Email Address:
- Date of Birth (MM/DD/YYYY)

![Next Button](image)

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h. **Step 8** - Please read or print the content on this page. This is your Southwest Tech email address and username (your summary will appear in the black rectangle).
HAVE A QUESTION? Here are three ways to get an answer!

- Call the IT Help Desk at 608.822.HELP (608.822.4357)
- Call our toll-free line at 800.362.3322 and key in 4357 when prompted for the extension
- Send an e-mail to helpdesk@swtc.edu

*Help Desk Hours: 7:30 a.m.- 4:30 p.m., Monday-Friday