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 Firefox) and go to the Southwest Tech website at 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)

   b. **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 Student Information](image3)
d. **Step 4** – Verify your account information. Click “Next”.

![Step 4 of 8](image)

- **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)

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](image)
g. **Step 7** - Confirm your account information.

![Step 7 of 8](image)

**PROCESS Confirmation**

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

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).

![Step 8 of 8](image)

**Final Process**

Your login credentials are identified below. PLEASE PRINT THIS PAGE OR WRITE THEM DOWN FOR FUTURE REFERENCE.

- **Your Google Apps email address**: [Redacted]
- **Your Username**: [Redacted]
- **Student email**: Is hosted by Google Apps. Once you've activated your account, you can access your email account by clicking on the red and white envelope icon at the top of our website's main page or a link within MySWTC.
- **On the student email login page, key in your username (i.e., x2234) and password. You'll then be redirected to your Google Apps inbox.**
- **Your username and password are used to login to MySWTC. student email, campus webpages and Blackboard. To change your password, simply go through this activation process again.**
- **NEDD HELP?? Please contact the SWTC help desk at 608.822.3322 or by E-mail at helpdesk@swtc.edu.**

**Go To MySWTC**

**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