

ACCOUNT ACTIVATION

Students must set up a **Moraine Park Network Account** to access the myMPTC Student portal, college email account, Moraine Park computer network, Learning Management System, and on-campus printing. The myMPTC Student portal is a password protected student resource. This resource provides access for students to self-service tools and student records (i.e. registration, grades, payments, financial aid, important college dates and information).

Network Account Activation

1. **One of the following criteria must be met** to be eligible for activating a student network account:
 - a. Student has been admitted to an MPTC program for a previous, current, or future term.
 - b. Student has registered for a class that begins in the current term, future term, or began in a previous term.
2. The student opens the Open Account Tool (<https://account.morainepark.edu/account-utilities/open/>).
3. The student reads and agrees to the Acceptable Use of College Computing Resources Policy.
4. The student enters personal information exactly as it appears on their college record.
 - a. Name
 - b. Date of birth
 - c. Zip Code
5. The student “connects” their account, then clicks on their personal email address that appears to initiate the next step.
6. The student receives a message to their personal email address to complete the verification process.
7. The student will be required to:
 - a. Create a login password
 - b. Choose secret question and provide answer
 - c. Create security PIN
 - d. Set up at least one method of multi-factor authentication (MFA)
8. Once submitted, the confirmation screen will appear and include the student’s Moraine Park account information. (username@morainepark.edu)

Account Inactivation

- Students who have inactivity for 18 months (or three or more terms, i.e. fall, spring, summer, fall) will have their account inactivated in the Enterprise Resource Planning system (ERP) as applicable.
- Inactivated students will not be able to log into their MPTC account and no longer have access to the free Office 365 subscription.
- To reactivate a student account, they must meet the criteria as stated in the previous “Network Account Activation” section.