How to Register

with CTCLogIn.ChattahoocheeTech.edu

Access https://CTCLogIn.ChattahoocheeTech.edu in your web browser or from your mobile device.

1. User Registration – You must register first prior to using the system.
   a. Enter your CTC User Name (example - Jsmith1)
   b. Enter your current password.
   c. Select
   d. Then click Submit.

   NOTE: If you do not know your username and/or password please contact the Student Help Desk at helpdesk@students.chattahoocheetech.edu using your personal email address. After we verify your identity we will provide your information.

2. Complete the Security Questions and Verification Code. On the Verification Code tab, add a personal email address to register your account. It is required to do both options and list a personal email address for future retrieval.

   1. Then click Enroll and you are complete.
      At this point you can change your password for added security.
How to Reset Your Password

with CTCLogIn.ChattahoocheeTech.edu

Access https://CTCLogIn.ChattahoocheeTech.edu in your web browser or from your mobile device.

1. Click the link “Reset Password”.
   a. Enter your CTC User Name (example. Jsmith1)
   b. Select appropriate Domain.
      i. STUDENTS = Student accounts
      ii. CHATTAOOCHEE = Faculty and Staff accounts
   c. Click Continue.

2. A. Security Questions.
   a. Answer the security questions.
      (These questions were selected by you during the registration process.)
   b. Enter the Captcha Code
   c. Click Continue.

B. Verification Code.
   a. Request a Verification Code
   b. Select personal email address from the drop down list.
      (The verification email was selected by you during the registration process.)
   c. Check your email, and then enter the Verification Code you received.
   d. Click Continue.

3. Reset Password Ensure that you follow the password requirements listed.
   a. Enter your new password
   b. Confirm your password
   c. Enter the Captcha Code
   d. Click Reset Password