

New Student Username and Password Formula

All Forsyth Tech Community College students are assigned a **student username** and a **student identification number** (also referred to as a *Student's Colleague Number*). The new formula for developing student usernames and passwords is as follows:

Username	the first initial of the first name + the first three letters of the last name + the last five digits of the student's ID number
Password	entire student ID number

Example

Student name: Jennifer O'Brian

ID number: 7654321

Username: **jobr54321**

Password: **7654321**

All characters are lower case.

Names with Hyphens or Apostrophes

Students with a hyphen or an apostrophe within the first three letters of their last name (such as in the example name O'Brian) should not include these characters as a component of their student username.

Students with hyphenated last names, such as *Ardmore-Allman*, will use the first three letters of the combined last name. In this example, **ard**.

Where can I find my Student ID number?

When you pay for your classes, you are issued a *Registration Receipt*. Your Student ID number is located at the top left corner of this receipt. Your advisor can also assist in locating your ID number. Treat your Student ID number as you would your social security number – *do not share it with anyone!*

IMPORTANT - Zeros in Your Student ID number?

Your password for accessing Atomic Learning training movies will consist of your entire student ID number. However, if the first numbers of your student ID number contains any zeros, do not enter these zeros as part of your password when you log into Blackboard.

Example

Student ID number: 0054321

Your password for Blackboard: **54321**

Your password for Atomic Learning: **0054321**

Should you require assistance with any of the above issues, please contact our Helpdesk.

Distance Learning Helpdesk: 336-734-7395

On-campus: Learning Center, Ardmore Hall

Non-business Hours Phone: 866-517-3567

Live internet chat via the "Contact Us" icon:

<http://d2.parature.com/ics/support/default.asp?deptID=4308>