

# How to Access

The logo for myHGTC, featuring the word "my" in a white script font inside a green square, followed by "HGTC" in a large, bold, blue sans-serif font.

From a **computer**, visit [www.hgtc.edu](http://www.hgtc.edu) and click on the myHGTC logo in the upper right corner.

From a **mobile device**, visit [www.hgtc.edu](http://www.hgtc.edu), click on the 3 lines in the upper right corner to open the Menu, and click on the myHGTC logo.

Log into myHGTC using your "@hgtc.edu" email address and the password you created.

## First Time Logging In?

When logging into myHGTC for the first time, use a computer or a mobile device that is different from your phone. Your phone will be needed separately in a different part of the setup process.

- 1** Use the "@hgtc.edu" email address and default password format provided in the acceptance letter that was mailed to you. Don't have your letter? Call the Technology Solutions Service Desk at 843-349-8324 for help.
- 2** You will be prompted to change your password. Your new password must meet the following requirements:
  - a.** Must be at least 8 characters
  - b.** Must include an upper-case letter, a lower-case letter, a number, and a symbol
  - c.** Cannot use your first name or your last name as part of the password
  - d.** Cannot use HGTC as part of the password
  - e.** Cannot use a previous password
- 3** You must set up 2 methods of multifactor authentication. *You will be locked out of your account if you skip this setup.* Unable to set up either of these methods? Call the Technology Solutions Service Desk at 843-349-8324.
  - a.** Microsoft Authenticator Setup
    - I.** Using your phone, download the Microsoft Authenticator app from the Google Play Store or Apple App Store.
    - II.** Follow the prompts to allow notifications.
    - III.** Select the option to Scan a QR Code and allow access to your camera.
    - IV.** Click "Next" on the computer until you see the QR code and scan it with your phone.
    - V.** When you see your "@hgtc.edu" email address in the app, click "Next" on the computer. Enter the code displayed on the computer into the app.
    - VI.** Click "Next" once the Microsoft Authenticator setup has been confirmed.
  - b.** Phone Setup
    - I.** Enter your phone number and click "Next" to receive a code via text message.
    - II.** Enter the code on the computer and click "Next".
    - III.** Click "Done" to finalize the set up.