

Student Login Instructions

Banner Student

April 2, 2019

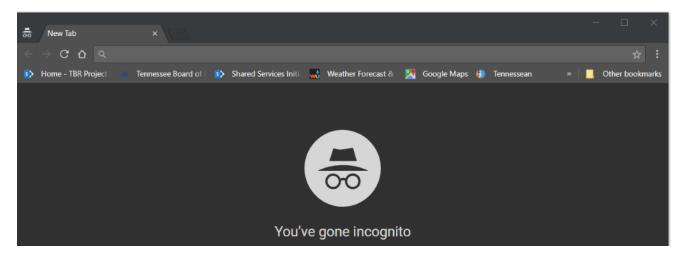


STUDENT LOG IN INFORMATION

You should have received your login credentials from TBR in the format of S00xxxxx@tbr.edu

Step 1: User Name and Password

Navigate to the <u>https://portal.tbr.edu</u> website in a new or incognito browser. A fresh browser session is needed to not pass your existing account information to the system.



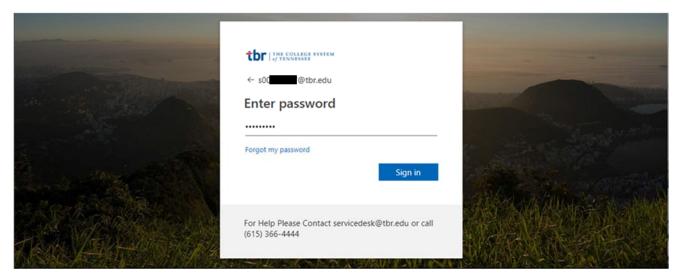
Enter or cut and paste the web address above. You should see the following screen. Enter the S00xxxxx@tbr.edu you were provided.

and a second	tbr THE COLLEGE SYSTEM	-
A Starter	S00 S00 S00	
	Can't access your account? Back Next	
	For Help Please Contact servicedesk@tbr.edu or call (615) 366-4444	WARE OF

You will be prompted for your password. If this is your first login, use the password provided to you in your welcome email. This is typically a combination of a standard password and information known to the student.



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Step 2: Password Reset

If this is the first login attempt, you will be prompted to reset your password. You must complete this step or you will be unable to access your account in the future. The image below shows the screen prompt for your password reset.

		CONTRACTOR OF
	tbr THE COLLEGE SYSTEM	
The second	Update your password You need to update your password because this is the first time you are signing in, or because your	
	password has expired.	and and a second
	Sign in	
	For Help Please Contact servicedesk@tbr.edu or call (615) 366-4444	



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Once you have reset your password you should be prompted to login again with your new credentials. The message should display very similar to the following.

	Microsoft	
	Sign in	
	Your password was successfully updated, but our servers take a little time to catch up. Please try signing in again in a few minutes.	and and a second se
Read and		

Step 3: Enter New Password

Close your browser tab. Open a new tab and enter https://portal.tbr.edu in the brower's address bar. You will be prompted to reenter you <u>S00XXXXX@tbr.edu</u> credential.

	tor The College system	
	Sign in	
	S00 @tbr.edu	the second and the se
E Market Store	Can't access your account? Back Next	
	For Help Please Contact servicedesk@tbr.edu or call (615) 366-4444	



Step 4: Establish Backup and Recovery Information

Enter your new password and you should be navigated to a screen to establish your backup and recovery information. This is a critical step that will allow you to reset and recover your password without any intervention from TCAT or IT staff. Please follow the steps below in order to ensure smooth operations.

You should receive prompting or be automatically navigated to the following screen:

The college system	Si@TBR.edu ?
don't lose access to your account!	
To make sure you can reset your password, we need to collect some info so we can ver secure. You'll need to set up at least 1 of the options below.	rify who you are. We won't use this to spam you - just to keep your account more
Office phone is not configured. This information is managed by your administrator	0
Authentication Phone is not configured. Set it up now	
Authentication Email is not configured. Set it up now	
finish cancel	

Please enter a phone and Email for authentication and recovery. When you enter a phone number you will receive a text message with a numeric code to enter. This will verify your recovery number and allow you to reset passwords through the self service module.

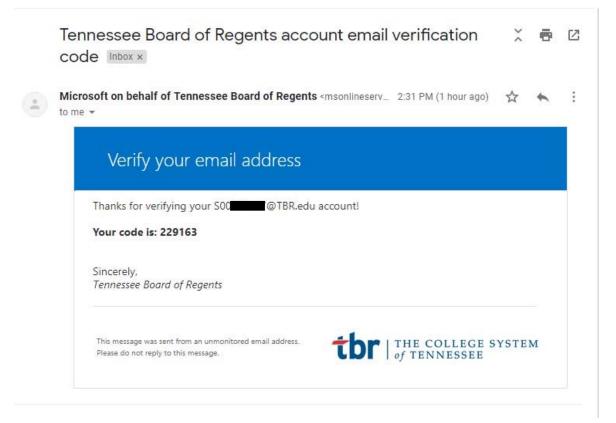
The Email example works exactly the same and will follow the below process:

You must set up one of these options. Since it is very difficult to display the text message this example will focus on the email reset. The email entered here should NOT be your @tbr email as that utilizes the same password. Please use your personal account.

tbr The college system	
don't lose access to your account!	
Please verify your authentication email address below. Don't use your prim	ary work or school email.
Authentication Email	
pmo@tbr.edu	
email me	
back	
buck	



When you select the **email me** a verification code will be sent to the email address provided. The email should look something like the message below:



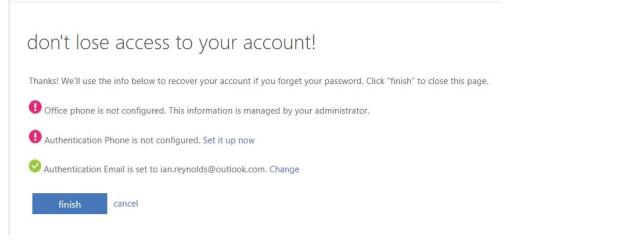
Enter the code and select verify

598254		 verify	try a
98254		verify	try

Select Finish or enter other information



tor | THE COLLEGE SYSTEM



Step 5: Complete Access to the Student Portal

When you select Finish you will be navigated to the MyTCAT Student Portal.

TENNESSEE C	OLLEGES HNOLOGY	⊠ My Mail My Sites → Test Testerson 🕞 Sign Out
Home \$ Financial Aid	Home TCAT - Covington / Home	
Registration My Account College Information	Student Tools	Announcements

You have now successfully accessed the MyTCAT Student Portal.

For Tips on resetting your password and recovering your account please consult the Account Recovery guide.