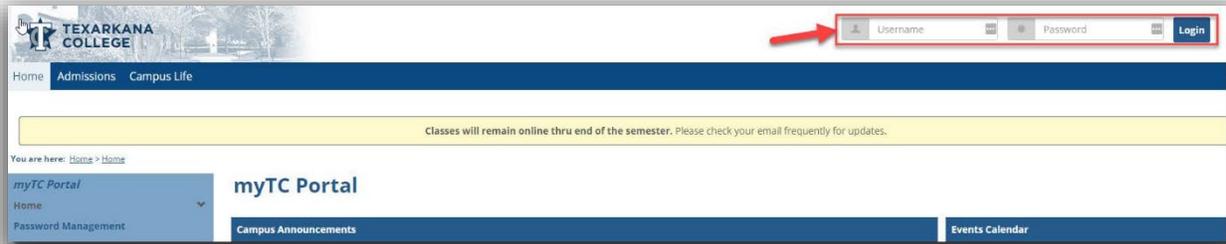
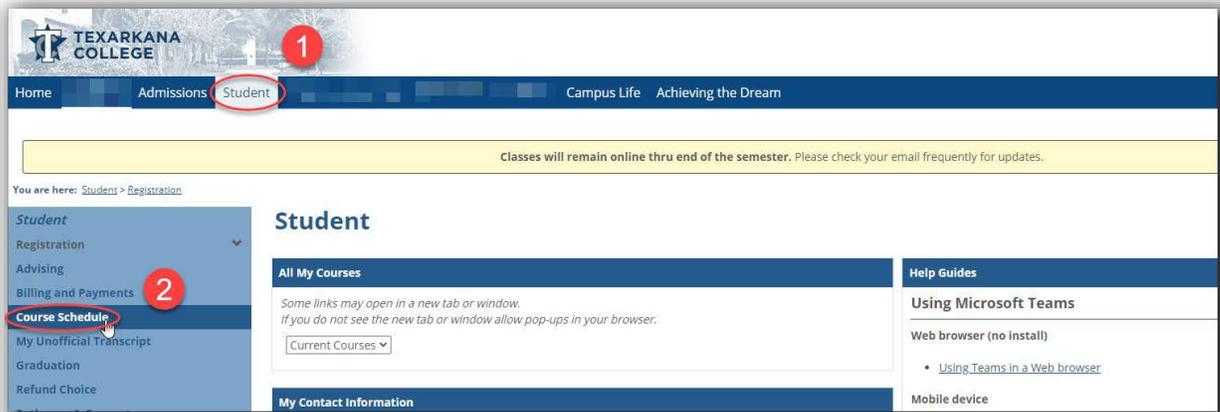


How to Print Your Class Schedule in myTC

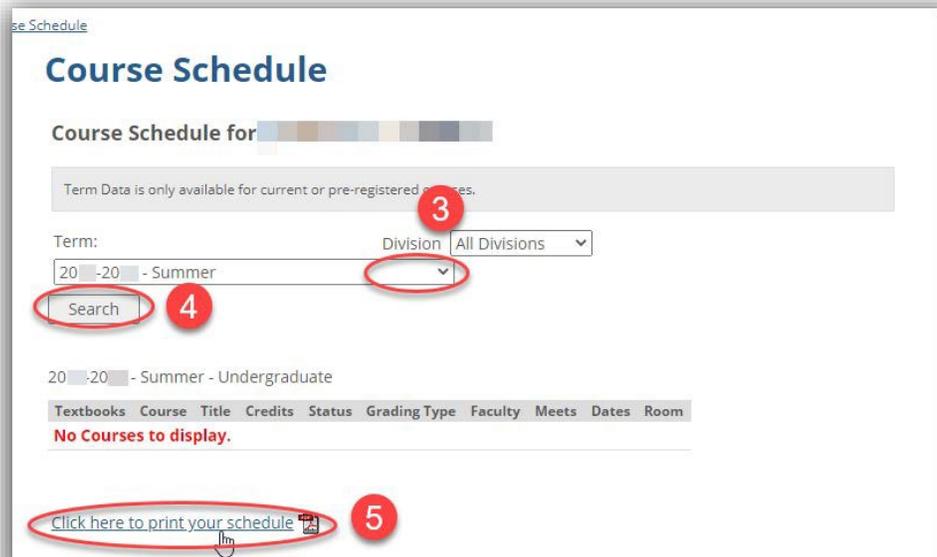
From the Texarkana College website, www.texarkanacollege.edu, click on the **myTC** link toward the top center. Login to myTC using your Texarkana College user name and password.



1. Click on the **Student** tab.
2. Then, click on **Course Schedule** in the sidebar.



3. Click the **drop down** arrow to select the correct term
4. Click **Search**.
5. Your classes will be listed. Scroll to beneath the list and click on **Click here to print your schedule**.





TCNet Wireless Access Instructions

Laptop

The TCNet secure wireless network is available to students and staff of Texarkana College. Before a laptop can access the Internet, it must be registered. Please follow the instructions below to connect a laptop. **For assistance, contact the Texarkana College Help Desk at 903-823-3030 or email helpdesk@texarkanacollege.edu.**

Step 1:

Connect to the wireless network **TCNet**

Step 2:

When prompted, login with your myTC username and password



Step 3:

Accept the certificate for secure communications



Step 4:

If your device has not been registered or if the registration is expired, you will be redirected to the registration page upon starting a browser. Read and accept the **Texarkana College Acceptable Use Policy**.

Step 5:

After a few seconds, your device should be activated with Internet access. If you are having problems after registration, disconnect and reconnect to the wireless network.





TCNet Wireless Access Instructions

Mobile

The TCNet secure wireless network is available to students and staff of Texarkana College. Before a mobile device like a phone or tablet can access the Internet, it must be registered. Please follow the instructions below to connect a mobile device. **For assistance, contact the Texarkana College Help Desk at 903-823-3030 or email helpdesk@texarkanacollege.edu.**

Step 1:

Connect to the wireless network **TCNet**.

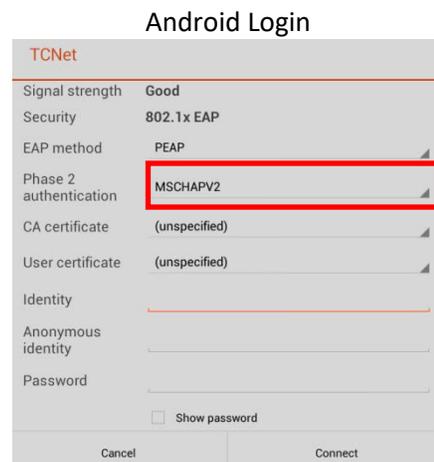
If you are using an Apple device and have previously connected to TCGuest, go to Settings, tap Wi-Fi, tap the Information symbol ⓘ beside TCGuest, and tap Forget This Network before connecting to TCNet.

Step 2:

When prompted, login with your myTC username and password.



Accept the certificate for secure communications



Enter your username in the Identity field and leave the Anonymous identity empty. Change the Phase 2 authentication to MSCHAPv2

Step 3:

If your device has not been registered or if the registration is expired, you will be redirected to the registration page upon starting a browser. Read and accept the **Texarkana College Acceptable Use Policy**.

Step 4:

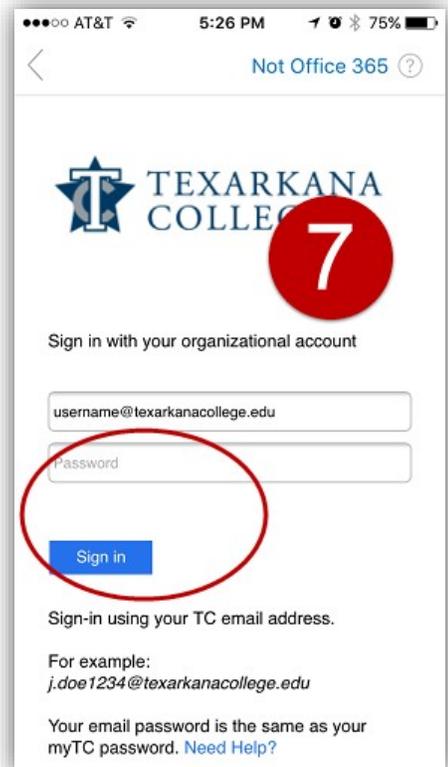
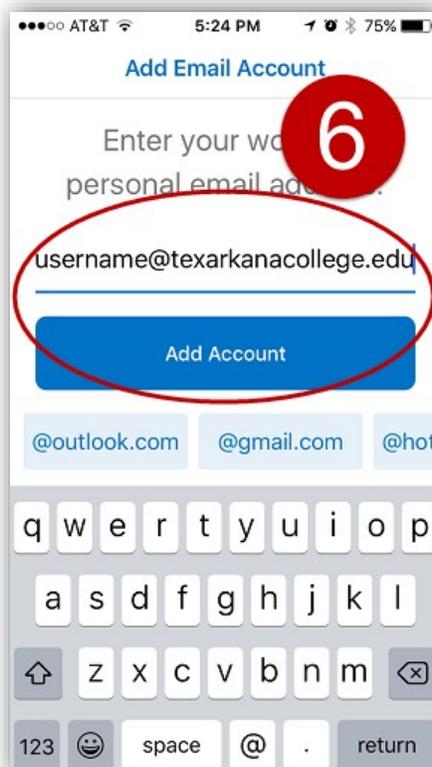
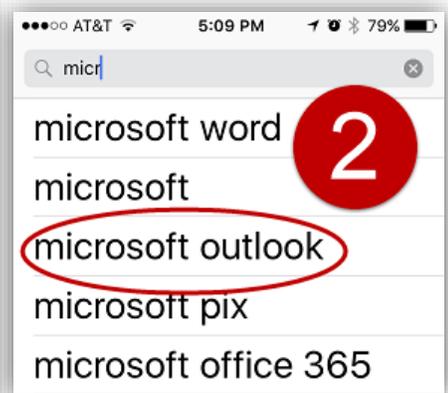
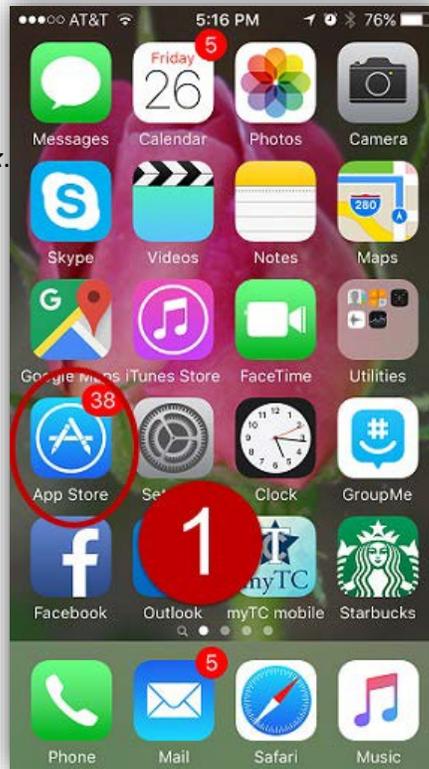
After a few seconds, your device should be activated with Internet access. If you are having problems after registration, disconnect and reconnect to the wireless network.



For iPhones:

1. Tap the **App Store** app, then
2. Tap in the **Search Box**, type **Microsoft Outlook**.
3. Tap **GET**.
4. Tap **INSTALL**.
5. Open the **Outlook App** and tap **Get Started**.
6. Enter your full **TC e-mail address**, for instance **j.doe1234@texarkanacollege.edu**, and tap **Add Account**.
7. Enter your **TC password**, then tap **Sign in**. You will be asked to **Add another account**, tap **MAYBE LATER**. You can look at the next three screens or you can tap **SKIP**.

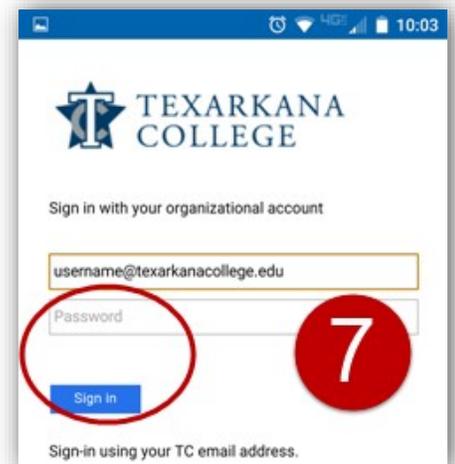
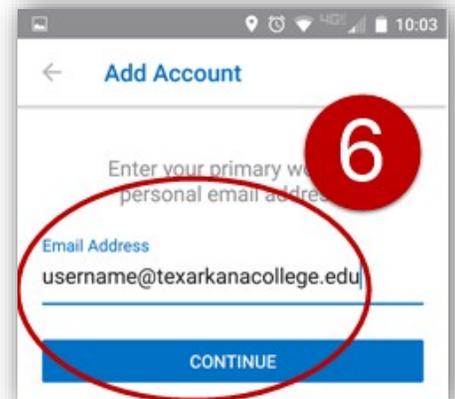
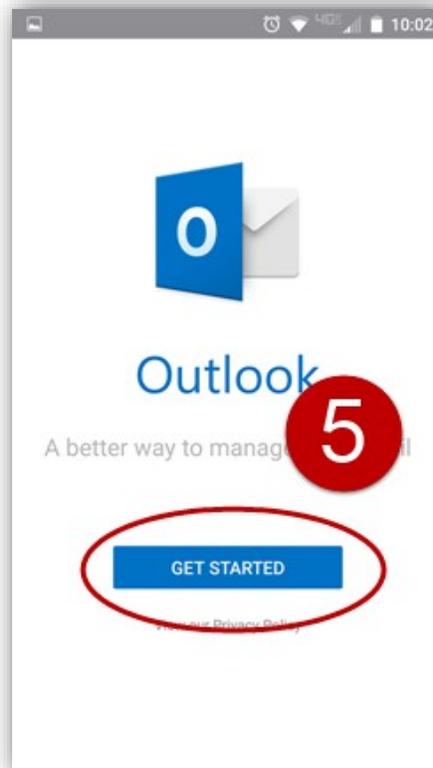
Your inbox with your emails will be displayed.



For Androids:

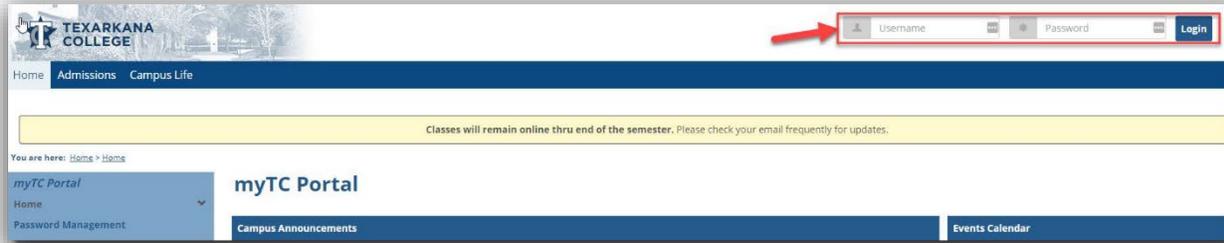
1. Tap the **Play Store** app, then
2. Tap in the **Search Box**.
3. Type **Outlook** and tap **Microsoft Outlook**.
4. Tap **Install**, then tap **Accept**.
5. Open the **Outlook App** and tap **Get Started**.
6. Enter your full **TC e-mail address**, for instance j.doe1234@texarkanacollege.edu, and tap **Continue**.
7. Enter your **TC password**, then tap **Sign in**. You will be asked to **Add another account**, tap **MAYBE LATER**. You can look at the next three screens or you can tap **SKIP**.

Your inbox with your emails will be displayed.

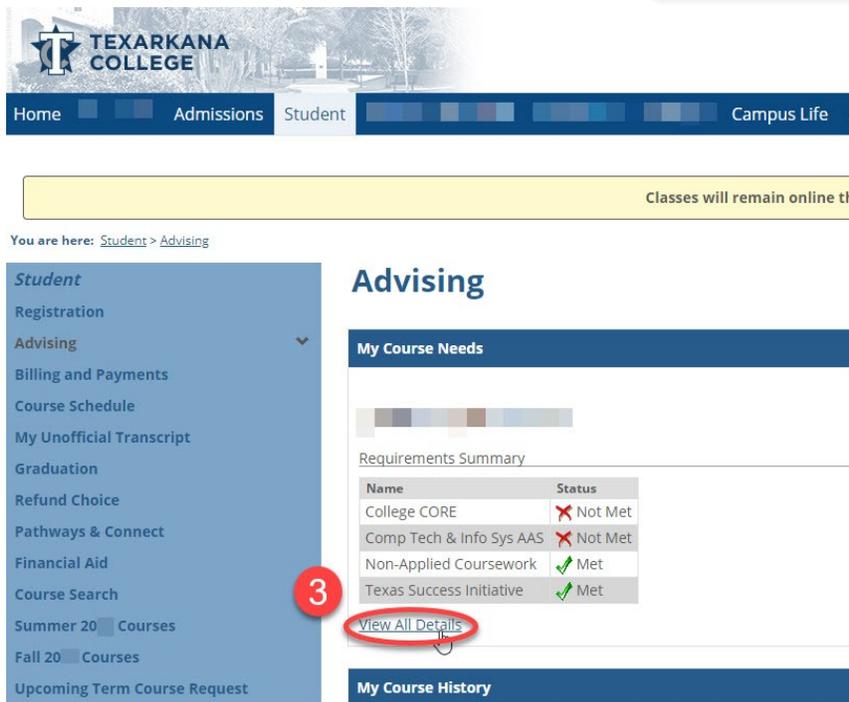
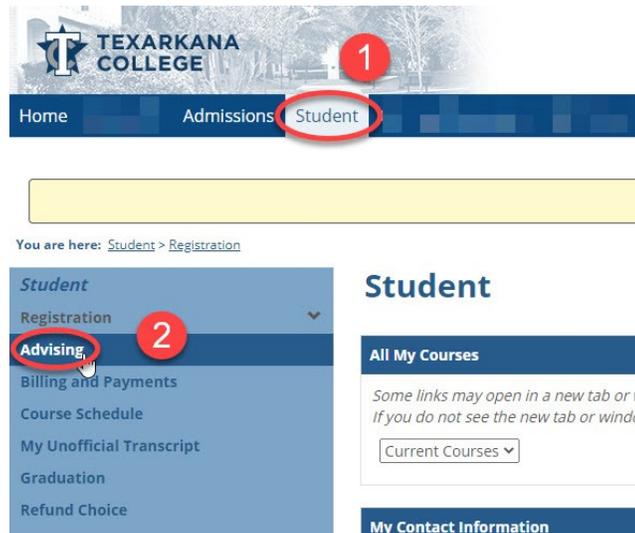


How to View Your Advising Worksheet in myTC

From the Texarkana College website, www.texarkanacollege.edu, click on the **myTC** link toward the top center. Login to myTC using your Texarkana College user name and password.



1. Click on the **Student** tab.
2. Then, click on **Advising** located on the left hand side in the light blue box.
3. Once the Advising Section appears, click on **Click Here** to view your course needs.



How to View Your Advising Worksheet in myTC

- Once your Program Requirements appear, click on one of the **requirements in blue hyperlinks**. This may take several seconds.

TEXARKANA COLLEGE

Home Admissions Student Campus Life Achieving the Dream

Classes will remain online thru end of the semester. Please check your email frequently for updates

You are here: Student > Advising > My Course Needs > My Course Needs > Main testing page > Program Requirements

Advising

My Course Needs - Program Requirements

Listed below are the requirements which must be satisfied for successful completion of the Computer Tech & Info Systems program. To view the specific course needs for

Requirement	Description	Needed	Earned
CORE	College CORE	42.00 Credit Hours;	24.00 Credit Hours;6 Requirements;69.00 Quality Points;2.88 GPA
CTISAAS	Comp Tech & Info Sys AAS	60.00 Credit Hours;2.0000 GPA	51.00 Credit Hours;16 Requirements;168.00 Quality Points;3.29 GPA
NACW	Non-Applied Coursework	All Requirements Met!	6.00 Credit Hours;1 Requirements;15.00 Quality Points;2.50 GPA
TSI	Texas Success Initiative	All Requirements Met!	3 Requirements;

- After the requirements appear, click on the **Printable Advising Worksheet** link to view how your courses apply toward your degree or certificate and which courses are still required. This will open another tab in your web browser.

TEXARKANA COLLEGE

Home Admissions Student Campus Life Achieving the Dream

Classes will remain online thru end of the semester. Please check your email frequently for updates

You are here: Student > Advising > My Course Needs > My Course Needs > Main testing page > Program Requirements > CTISAAS

Advising

My Course Needs - CTISAAS

Comp Tech & Info Sys AAS

Course Requirements

Req	Description	Status	Course	Course Title	Hours Needed	Earned	Grade Needed	Earned
ACNT1311	Intro Computerized Acntg (Required)	Required	See available courses...					
COSC1337	Programming Fund. II (Required)	In Progress	See available courses...					

Category Requirements

Requirement	Status	Needed	Earned
Choose One Speech Course (Required)	Required	1 Requirement(s)	

[Printable Advising Worksheet](#)

TECHNOLOGY ASSISTANCE

HOW DO I LOG INTO MYTC?

my.texarkanacollege.edu

Username: First initial of your firstname.lastname followed by the last four numbers of your Student ID (example username: **j.student1234**).

Password: If you are a new student, it was emailed to your non-TC email; otherwise, use your existing TC password.

HOW DO I LOG INTO A CAMPUS COMPUTER?

Use the same username and password as myTC.

Connecting To A Flex/Hybrid Classes From Home

<https://www.texarkanacollege.edu/helpdesk/introduction-to-teams/>

HOW DO I LOG INTO MY EMAIL?

Click on the email link on the TC website or the email link in the Quick Links menu in myTC.

Enter your full TC email address (username@texarkanacollege.edu) and the same password as myTC.

WHERE DO I GO TO SEE MY ONLINE COURSE?

Login to myTC and click on the Student tab.

HOW DO I SETUP TC EMAIL ON MY PHONE:

www.texarkanacollege.edu/helpdesk/email/

HOW DO I CONNECT TO THE TC WIFI?

www.texarkanacollege.edu/helpdesk/wireless/

WHO DO I CONTACT IF I NEED HELP WITH TECHNOLOGY NEEDS?

Texarkana College Help Desk: www.texarkanacollege.edu/helpdesk

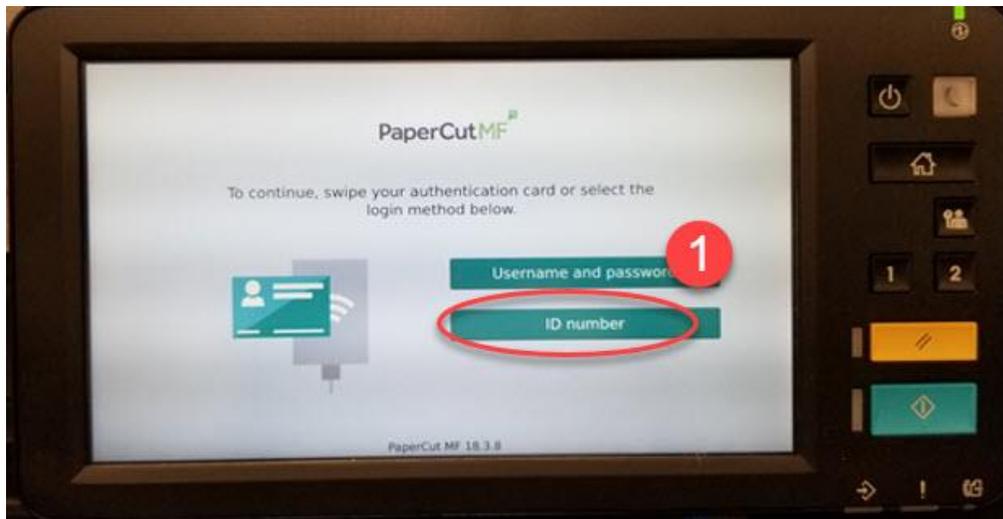
Email: helpdesk@texarkanacollege.edu

Phone: 903-823-3030

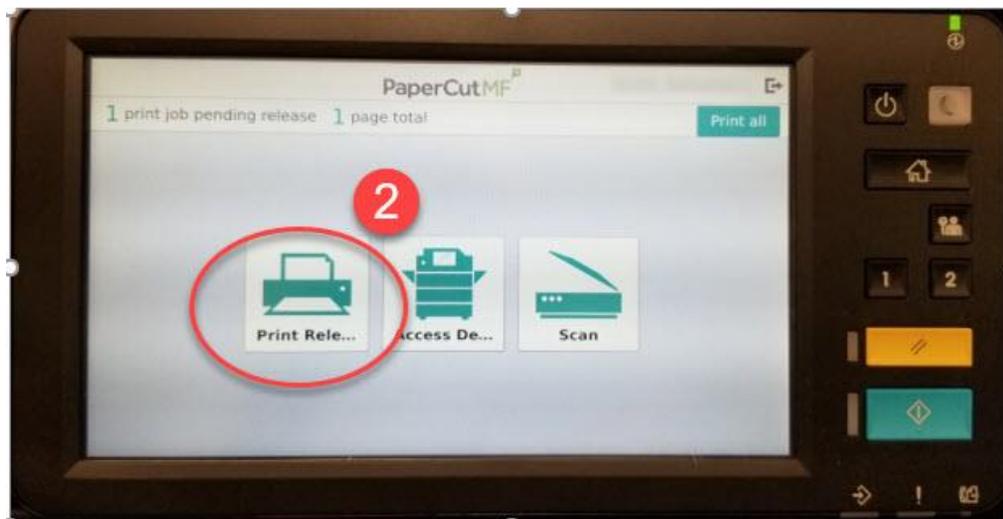
HOW DO I RECEIVE A FREE COPY OF MICROSOFT OFFICE?

<https://www.texarkanacollege.edu/helpdesk/install-office-365/>

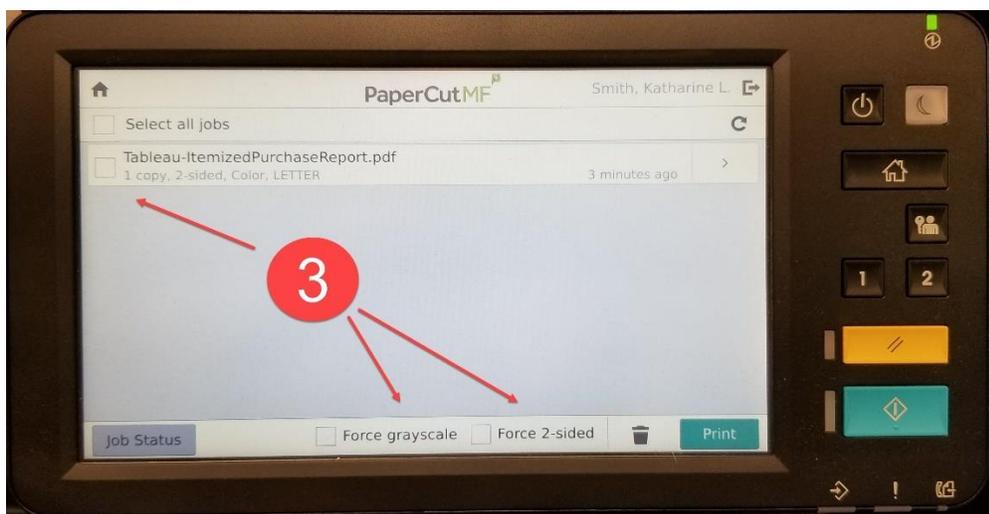
Releasing jobs to a release station (Library, Health Science, & Liberal Arts)



1. Login with your id number:



2. To release your print job: Click Print Release.

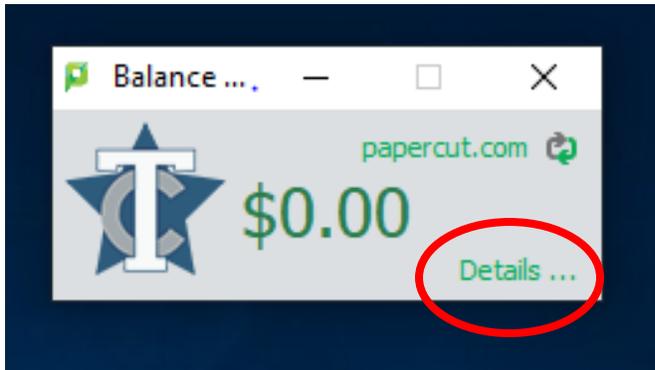


3. Select the jobs you would like to print. For b/w Click Force grayscale and for 2-sided Click Force 2-sided.

Releasing jobs to a standard printer (BCT, CEC, Media Center 180)

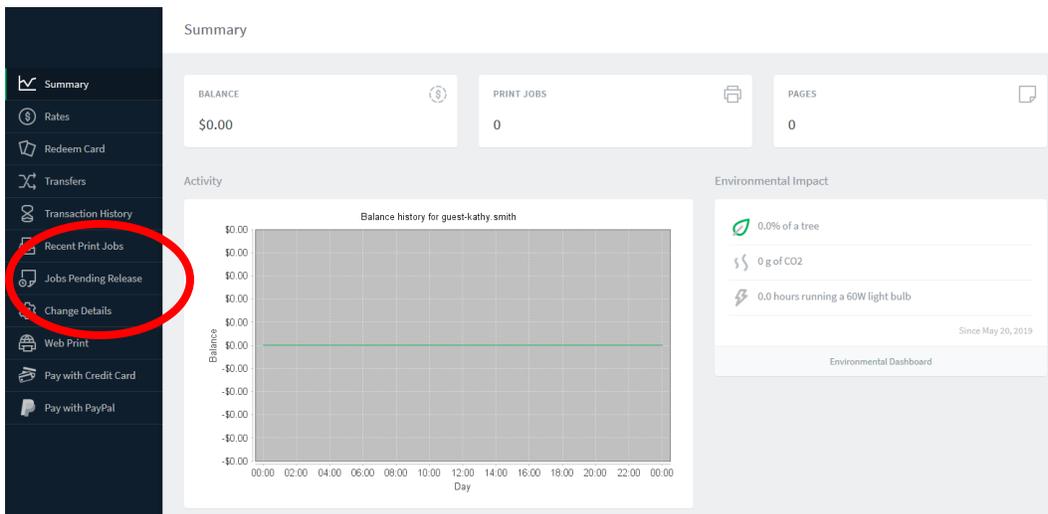
Every student machine on campus should see the popup below in the upper right-hand corner of their screen.

Click details:

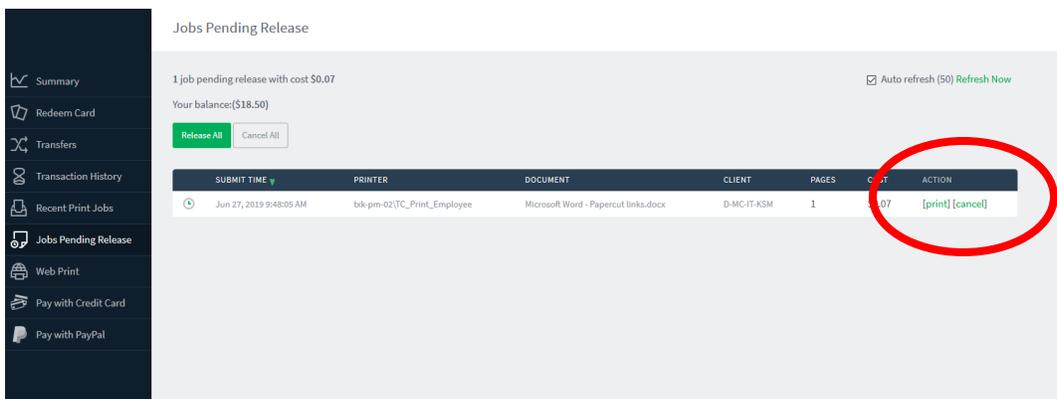


This signs you into your account so that you can release your print job.

Click Jobs Pending Release:

A screenshot of the PaperCut dashboard. The left sidebar contains a menu with items like Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release (circled in red), Change Details, Web Print, Pay with Credit Card, and Pay with PayPal. The main content area shows a Summary section with BALANCE (\$0.00), PRINT JOBS (0), and PAGES (0). Below this is an Activity section with a line graph titled "Balance history for guest-kathy.smith" and an Environmental Impact section showing 0.0% of a tree, 0g of CO2, and 0.0 hours running a 60W light bulb.

Click print:

A screenshot of the "Jobs Pending Release" page. It shows "1 job pending release with cost \$0.07" and "Your balance: (\$18.50)". There are "Release All" and "Cancel All" buttons. Below is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT, CLIENT, PAGES, COST, and ACTION. The first row shows a job submitted on Jun 27, 2019, at 9:48:05 AM to printer btk-pm-02/TC_Print_Employee, with document Microsoft Word - Papercut linka.docx, client D-MC-IT-KSM, 1 page, and a cost of \$0.07. The ACTION column contains "[print] [cancel]", with the "[print]" button circled in red.

Choose a printer and pick up your print job.

Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

PRINTER	LOCATION	STATUS
txk-pm-02\BCT_Room_12_Lab_Printer	BCT Room 12 - Computer Lab	OK
txk-pm-02\BCT_Room_14_Lab_Printer		OK
txk-pm-02\BCT_Room_15_Lab_Printer		OK
txk-pm-02\BCT_Room_16_Lab_Printer		OK
txk-pm-02\Health_Sciences_Breezeway_Student_Copier	Breezeway, 2nd Floor, Health Sciences Building	OK
txk-pm-02\Liberal_Arts_Room_225_Copier	Room 225, 2nd Floor, Liberal and Performing Arts Building	OK
txk-pm-02\Library_Cafe_Student_Copier	Cafe, 1st Floor, Library	OK
txk-pm-02\Library_Study_Area_Student_Copier	Study Area, 2nd Floor, Library Building	OK

[Back](#)

BE SURE TO SIGN OUT OF YOUR COMPUTER SO SOMEONE ELSE DOESN'T USE YOUR PRINT FUNDS!

Adding Funds

- Summary
- Rates
- Redeem Card
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Change Details
- Web Print
- Pay with Credit Card
- Pay with PayPal

Summary

BALANCE \$0.00	PRINT JOBS 0	PAGES 0
-------------------	-----------------	------------

Activity

Balance history for guest-kathy.smith

Environmental Impact

- 0.0% of a tree
- 0 g of CO2
- 0.0 hours running a 60W light bulb

Since May 20, 2019

Environmental Dashboard

To add funds to your account, click on Redeem card, Pay with Credit Card, or Pay with PayPal.

Papercut voucher cards can be purchased in the Texarkana College bookstore. For cash alternative, see a Web Cashier in the library



TEXARKANA COLLEGE \$10.00 Print Card

- 1) Log in to <http://www.texarkanacollege.edu/printing>
- 2) Click *Redeem Card*
- 3) Enter the number above
- 4) Click the *Redeem* button

Expires: 8/31/2019

- Summary
- Redeem Card**
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Pay with Credit Card
- Pay with PayPal

Redeem Card

Enter the Card number and press the "Redeem Card" button to redeem.
NOTE: All requests to redeem cards are logged.

Card number

Redeem Card

- Summary
- Redeem Card**
- Transfers
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Pay with Credit Card
- Pay with PayPal

Add credit using CASHNet

Username

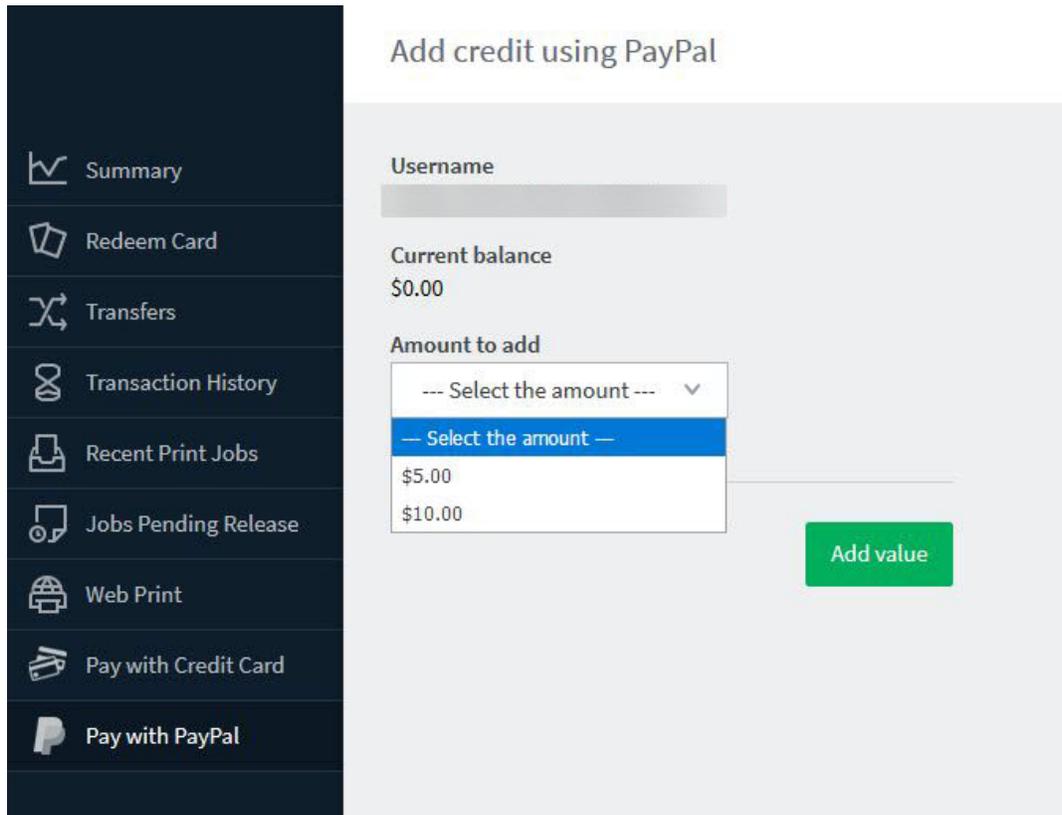
Current balance
\$0.00

Amount to add

--- Select the amount ---

- Select the amount ---
- \$2.00
- \$5.00
- \$10.00

Add value



Additional features available by going to: <https://www.texarkanacollege.edu/printing>

- **Printing from your laptop, phone, or tablet**
- **Email print**
- **Web print**