Texarkana College Student Login Information

Username

Your TC username is the first letter of your first name followed by a period and the first 14 letters of your last name along with the last 4 digits of your TC ID number. For example, Pat Smith's (ID#101234) username would be p.smith1234.

Email Address

Your TC email address is your TC username followed by '@texarkanacollege.edu'.
For example, if your username is p.smith1234, your email address is
p.smith1234@texarkanacollege.edu.

Password Requirements

- Minimum length of 8 characters
- Must contain 3 of the 4: uppercase letter, lowercase letter, number, or special character
- Do not re-use a password, our system remembers the last 24 passwords
- The password cannot contain any part of your name
- Passwords expire every 91 days

Change / Reset Password Methods

Reset Password – Microsoft Self-Service Password Reset (SSPR)

1. Browse to https://passwordreset.microsoftonline.com/.
2. Enter your full TC email address in the User ID field and enter the characters in the CAPTCHA image.
3. Choose "I forgot my password".
4. Select one of your contact methods to receive the verification code.
5. Enter the verification code and click Next.
6. Enter your new password and click Finish.

Change Password – Microsoft 365 / TC Email

1. Log into your TC email account
2. Click the circle with your photo or initials, then click View Account.
3. Click Change Password.
4. Enter your old password, followed by the new password.

Change Password – TC Campus Machine

1. When logged into a TC computer, press and hold the Ctrl+Alt+Delete keys.
2. Click Change a password.
3. Enter your current password, followed by the new password.

How to Print Your Course Schedule in myTC

1. Browse to https://www.my.texarkanacollege.edu.
2. Click the **Login** button and sign in using your full TC email address and password.
3. Once signed in, click on the **Student** tab.
4. Click **Course Schedule** in the sidebar.
5. You may need to change the Term and click Search.
6. Print the schedule by clicking the print icon button at the left top *or* use the "Click here to print your schedule" link at the bottom of the page.

📶 TCNet Wireless Access Instructions
Mobile

TCNet is a secure wireless network 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 Service Desk at (903) 823-3030 or email support@texarkanacollege.edu.**

Step 1: Connect to the wireless network TCNet
If you are using an Apple device and have previously connected to TCGuest, forget TCGuest before connecting to TCNet.

Step 2: Login with TC Credentials
When prompted, login with your TC username and password.

iPhone, iPod, or iPad Login

Enter the password for "TCNet"

Cancel	**Enter Password**	Join

Username	**p.smith1234**
Password	••••••••••••••••••

Trust the certificate for secure communications

Cancel	**Certificate**	Trust

nac1.texarkanacollege.edu
Issued by DigiCert SHA2 High Assurance S...

Not Trusted

Expires   8/16/22, 7:00:00 AM

More Details   >

Android Login

< **TCNet**

EAP method
PEAP

Identity
p.smith1234

Password
••••••••••••••••••   👁️

Under CA Certificate, select Don't validate

Select certificate   ✓

Use system certificates

Don't validate   🔵

Note: For older devices, you may need to tap View more and change Phase 2 authentication to MSCHAPV2

Step 3: Registration Complete
After a few seconds, your device should be connected to TCNet. If you are having problems after registration, disconnect and reconnect to the wireless network.

📶 TCNet Wireless Access Instructions

Laptop

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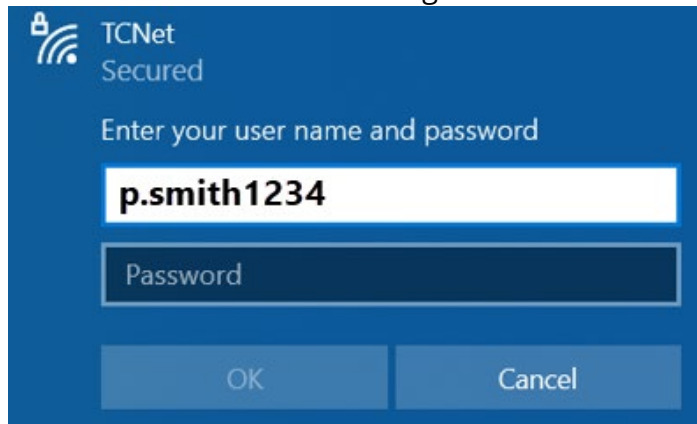ions below to connect a laptop. **For assistance, contact the Texarkana College Service Desk at (903) 823-3030 or email support@texarkanacollege.edu.**

Step 1: Connect to the wireless network TCNet
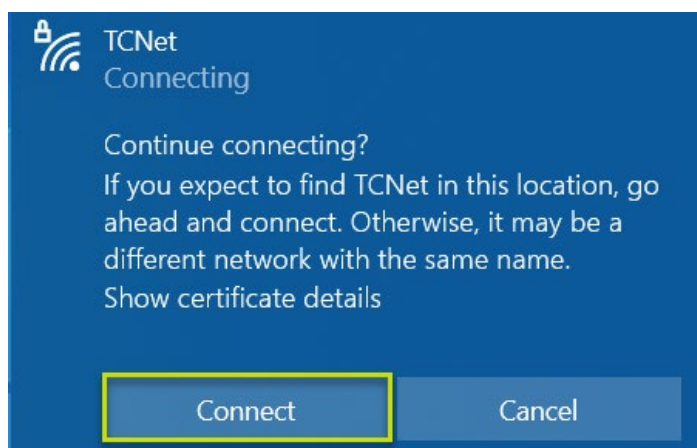
Step 2: Login with TC Credentials
When prompted, login with your TC username and password.

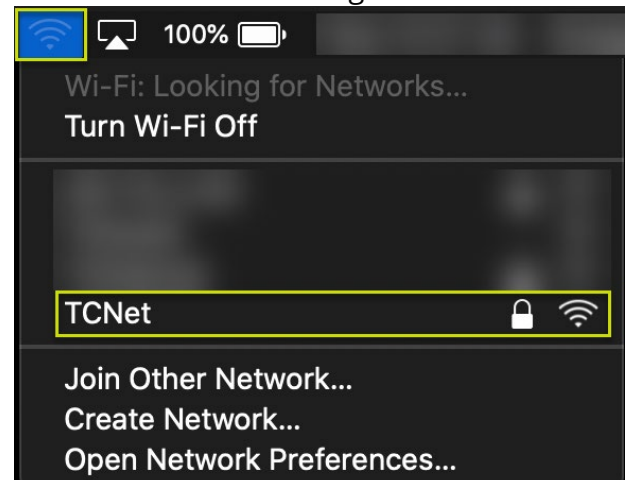Windows Login   Mac Login
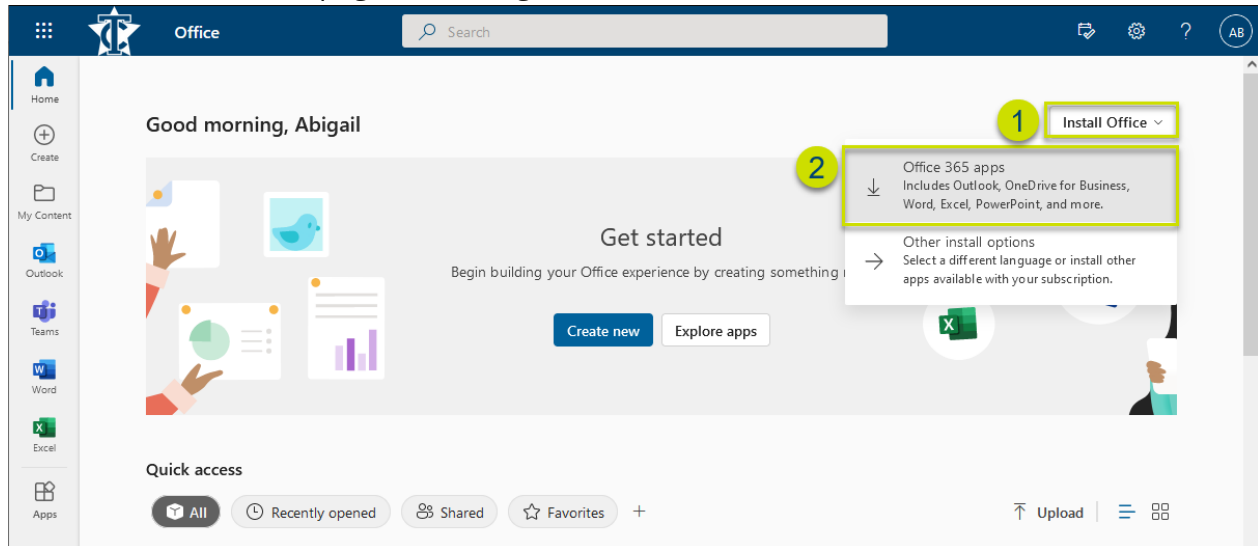

Step 3: Registration Complete
After a few seconds, your device should be connected to TCNet. If you are having problems after registration, disconnect and reconnect to the wireless network.

Recommended Software

Desktop or Laptop Computer:

Microsoft Office Suite

1. Browse to https://portal.office.com. If prompted, login using your TC email and password.
2. From the Office Home page, on the right side of the window, click **Install Office**.

Note: You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

3. The installer should begin automatically. Depending on your browser, you may need to choose **Save**.
4. Click the **OfficeSetup** installer to start the installation.
   Note: Installation time will vary depending on your Internet connection.
5. After the installation has finished, **launch any Office app** (Excel, Word, etc.).
6. Click **Account**, then choose **Sign in**. Sign in using your TC email account to activate Office.
7. Your **user information** will now be visible within the **Account** tab, and at the top right on the Title bar.

Microsoft Teams

1. Browse to https://teams.microsoft.com/downloads and select **Download for desktop**.
2. Click **Download Teams** under **Teams for work or school**.
3. Teams will download to your system. Click the download to install the software or follow the normal procedure used by your computer system for installing software.
4. After the installation is complete, open Teams and **sign in using your full TC email address and password**. If another account is suggested, choose "Use another account or sign up" and enter your TC credentials.
5. **Allow** Teams to use your **microphone and camera** if asked. You may disable either your microphone or camera at any time during a session.

Respondus LockDown Browser

The Respondus LockDown Browser is required for some courses. If Respondus is required for an exam, you will be notified when you launch the test, and a link is provided to download the software.

Android or Apple Devices:

Microsoft Outlook

1. From the App or Google Play store, search for **Microsoft Outlook.**
2. **Install** the Outlook app.
3. **Login** using your full **TC email** address and password.

Microsoft Teams

1. From the App or Google Play store, search for **Microsoft Teams.**
2. **Install** the Teams app.
3. **Login** using your full **TC email** address and password.

Microsoft Authenticator

1. From the App or Google Play store, search for **Microsoft Authenticator.**
2. **Install** the Authenticator app.
3. **Do not add account!** When multifactor authentication is enabled on your TC account, you will be prompted to setup and scan a QR code when logging into the TC email system.

PaperCut – Printing for Students

Texarkana College uses a pay-to-print management system called PaperCut. You can easily print jobs from TC computers and personal devices on campus.

Manage your PaperCut Account

1. Browse to https://papercut.texarkanacollege.edu:9192/, and login with your student username and password.
2. Your current balance will be visible from the Summary page.
3. Add funds to your account by:
    a. Purchasing a voucher from the TC Bookstore
    b. Purchasing print credits online via Credit Card or PayPal

Printing Costs

- Grayscale $0.10
- Color $0.50
- Grayscale Duplex (each side) $0.09
- Color Duplex (each side) $0.49

Printer Locations

1. Academic Commons – First floor Library Café
2. Academic Commons – Second floor Library Study Area
3. Health Sciences – Second floor Breezeway
4. Humanities – Second floor hallway
5. Workforce Education Center – Front hallway

Print using a Web Browser

1. Browse to https://papercut.texarkanacollege.edu:9192/, and login with your TC username and password.
2. Click Web Print from the side menu.
3. Click Submit a job, select the copier, and Upload Documents.
4. Release the job by clicking Jobs Pending Release *or* from the physical copier.

Print via Email

1. Compose a new email and attach the file you want to print.
2. Send the email to lib.stu.mfp@texarkanacollege.edu.
3. You will receive a confirmation email from print@texarkanacollege.edu, click the URL link to queue the print job.
4. To release the print job:
   a. Log into your PaperCut account, click Jobs Pending Release, and select the copier you want to release the job to.
   b. From a physical copier, login with your TC username and password, and release the job.

Print from TC Computer

1. Lab computers should have a print object available for Student Copiers.
2. When printing, select the Student Copier and your print job will be queued.
3. Release from the PaperCut web portal *or* from the physical copier.

Print from Personal Computer

1. While on campus, connect to TCNet or TCGuest.
2. Browse to http://papercut.texarkanacollege.edu:9163/help/mobility-print-devices/topics/en/client-setup.html and select your Operating System.
3. Click the link to download and install Mobility Print.
4. Select the Student Copiers.
5. Login using your TC username and password.
6. You should now have the Student Copier listed in your print devices.

For more detailed information about PaperCut, visit the Service Desk at support.texarkanacollege.edu, click Find Solutions, and search for PaperCut solution articles.

Information Technology FAQ

How do I access Texarkana College resources?

From the TC website, click Current Students, and scroll down to Digital Tools. You can also find links in myTC on the side menu under Quick Links.

TC Website: https://www.texarkanacollege.edu/
myTC: https://my.texarkanacollege.edu/
TC Online/Moodle: https://tconline.texarkanacollege.edu/
TC Email: https://www.texarkanacollege.edu/email

How do I log into myTC?

Go to my.texarkanacollege.edu, login with your TC email address and password (Example email address: p.smith1234@texarkanacollege.edu).

Note: The login process is identical for myTC, TC email, TC Online/Moodle, and the Service Desk.

How do I log into a campus computer?

Login with your TC username and password (Example username: p.smith1234).

How do I log into my TC email?

Go to texarkanacollege.edu/email, login with your TC email address and password. You can also install the Outlook app to access your email on mobile devices.

Where do I go to see my online course?

Log into myTC and click the Student tab.

How do I connect to the TC WiFi?

TCNet is available on campus to TC students and staff. Connect to TCNet using your TC username and password.

Who do I contact for technology assistance?

Texarkana College Service Desk: support.texarkanacollege.edu

Email: support@texarkanacollege.edu

Phone: (903) 823-3030

Hours: Mon-Thur 8AM to 5PM; Friday 8AM to 4PM