

PTC Financial Aid Portal Instructions

To access the Financial Aid Portal, please go to netpartner.ptcollege.edu and select "Click Here to Access the Pittsburgh Technical College Online Financial Aid System (NetPartner).

Login Requirements for New Users:

Applies to first time freshmen entering Pittsburgh Technical College as well as new transferring students and students who are re-entering.

- Enter your username: <u>abc123@students.ptcollege.edu</u>
- Click Next, then enter your temporary password: 123456
- Upon first login, you will be prompted to create your password and set up Multi -Factor Authentication. Follow the prompts to choose to authenticate via the Microsoft Authenticator App, text message or phone call.
- You may need to log in one more time after you create your permanent password.

Please record your credentials in a safe place. This is your PTC Username and Password that you will use for all PTC systems once you start classes. You will be using these from now until graduation!

Login for Returning Students:

This applies for students returning to Pittsburgh Technical College after being enrolled for at least one previous academic year/quarter that have applied for financial aid/accepted awards.

• You will need to log into <u>netpartner.ptcollege.edu</u> and sign in with your PTC email address and password.

ACCEPT AWARDS:

- 1. At the Welcome screen please confirm your "Current Award Year."
- 2. Click on the Menu \equiv and a drop-down box will appear.
- 3. Click on ACCEPT AWARDS.
 - Scroll down and review your awards.
- 4. ACCEPT or DECLINE your awards.
 - All student loan applications (MPN) and entrance counseling must be completed <u>before</u> accepting the subsidized and unsubsidized student loan awards.



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- All parent PLUS loan credit checks and parent PLUS loan applications (MPN) must be completed <u>before</u> accepting a parent PLUS loan award.
- 5. Click on the SUBMIT button to update your choices.



If you are having trouble accessing your Financial Aid Portal, please contact our IT Department at 412.809.5397.