

Account and Payment Instructions for Dual Credit Students

Payments **must be** made online at www.otc.edu

TO BEGIN CREDIT CARD PAYMENT:

- ❖ Access www.otc.edu
- ❖ Click on 'My OTC' at top of page
- ❖ Click on 'What's My User Name' Tab
 - Complete the required information to obtain your user name (user ID)
- ❖ Login using your OTC Username and Password

What is my username?

- Your user name is a combination of the first letter of first name, followed by the first letter of your last name, followed by your OTC student ID number: Example: js0012345.
- Please note that login is case sensitive

What is my default password?

- A. Write the first letter of your first name as a capital letter: _____ (insert the letter into box A below)
- B. Write the first letter of your last name as a lower case letter: _____ (insert the letter into box B below)
- C. Write your social security number and then cross off the first two numbers: _____
(insert the last 7 uncrossed numbers into box C below)

My default password is:

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A B C

Example: John Smith (SSN: 123-45-6789) Default password: Js3456789

You will be prompted to create your own password at this time. Password Guidelines:

- Choose a password with a minimum of 8 characters
- **Do not** use special characters such as @, \$, !, or #
- **Do not** use any part of your first or last name
- **Do not** use any part of your social security number or OTC ID number
- Use at least one upper case letter
- Use at least one lower case letter
- Use at least one number (0-9)

TO MAKE DEBIT/CREDIT CARD PAYMENT:

- ❖ Click on 'Access OTC' Tab
- ❖ Scroll down to 'Financial Information'
- ❖ Click on 'Pay Online'
- ❖ Enter payment information