

Student Instructions myPC Account Setup

This guide will show how students can activate their myPC account.



myPC will allow students access to Peninsula College Technology Resources including:

1. ctcLink
2. Canvas
3. Email
4. Office 365

Important: Before proceeding, you must first activate your ctcLink account, set your preferred email address, and enroll in class(es).

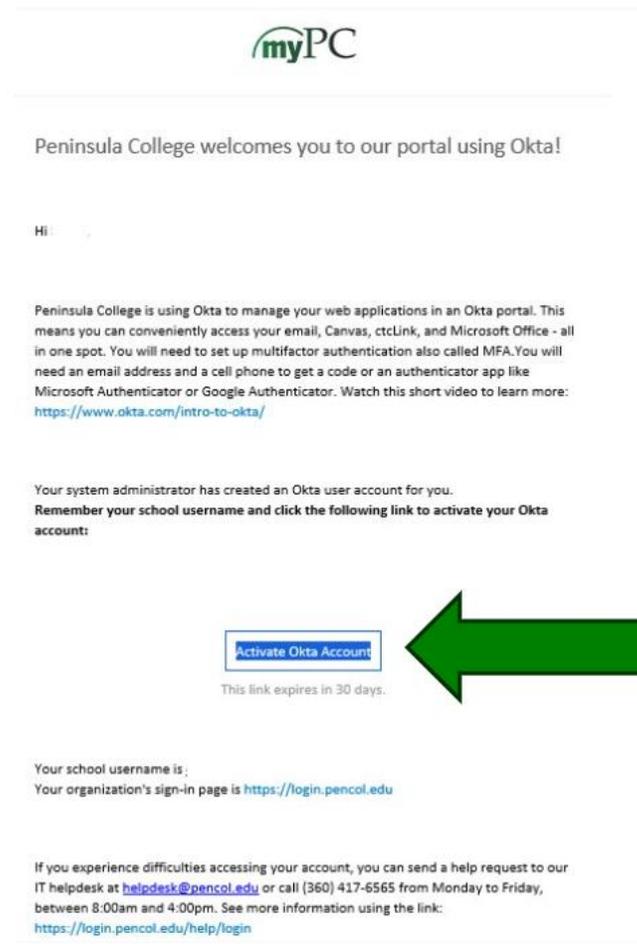
For instructions on how to activate your ctcLink account and set your preferred email address, visit our [ctcLink information](#) page.

A student's username is: FirstName.LastName@my.pencol.edu
The sign in page is: [login.pencol.edu](#)



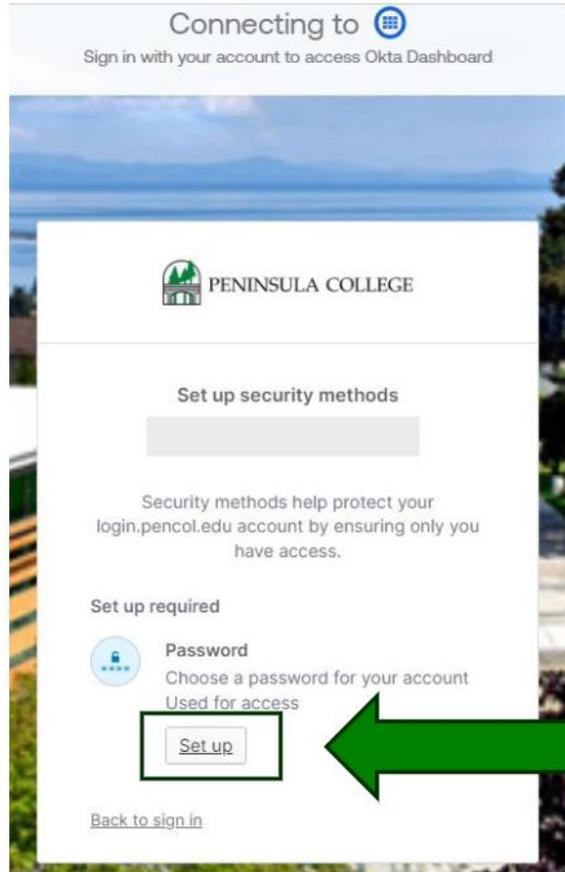
Welcome Email:

1. After registering for classes, a 'Welcome to the Peninsula College Student Portal!' email is sent to the preferred email in your ctcLink account. Click the '**Activate Okta Account**' button in your welcome email.



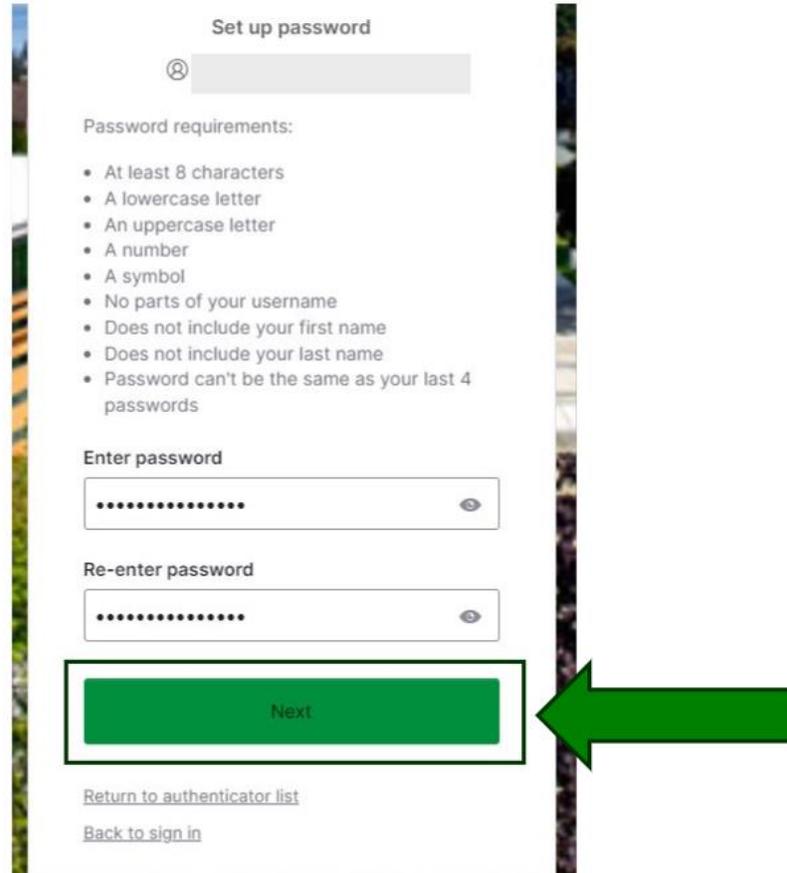
Set Up Password:

2. A new browser will open. Click '**Set up**' to choose a password for your account.



Enter Password:

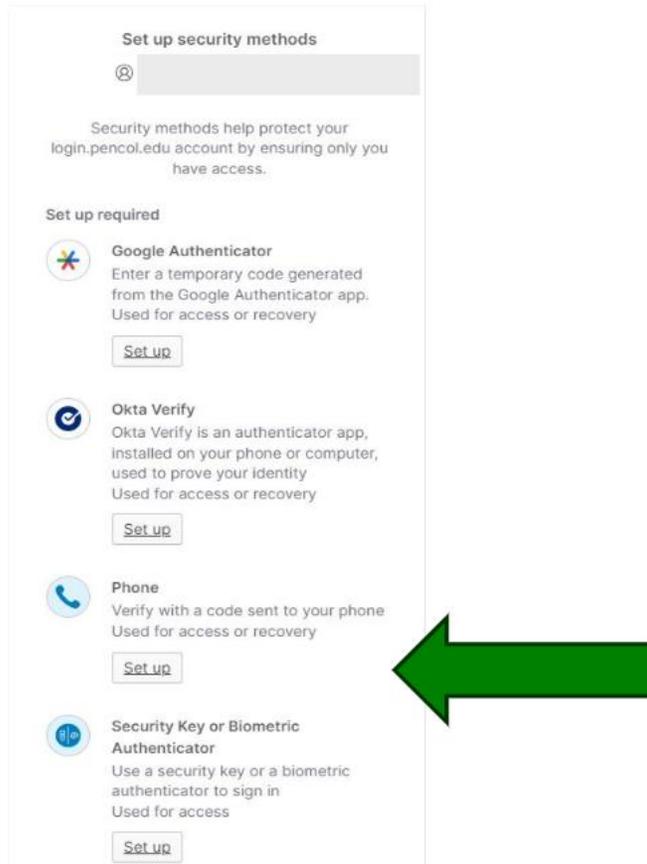
3. Follow the password requirements to create a password for your account. Click **'Next'**.



The screenshot shows a 'Set up password' form. At the top, there is a title 'Set up password' and a greyed-out email address field. Below this, the 'Password requirements:' section lists several criteria: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of the username, no first or last names, and no similarity to the last 4 passwords. There are two input fields: 'Enter password' and 'Re-enter password', both containing masked characters and toggle icons. A prominent green box highlights the 'Next' button, with a large green arrow pointing to it from the right. At the bottom, there are two links: 'Return to authenticator list' and 'Back to sign in'.

Set Up Security Methods:

4. Set up at least one security method for multi-factor authentication to your account. You can choose from the following options: Google Authenticator, Okta Verify, Phone, Security Key or Biometric Authenticator. After choosing a method, click **'Set up'**.



The screenshot shows a web interface titled "Set up security methods" for a user account. At the top, there is a header with the title and a blurred email address. Below this is a sub-header: "Security methods help protect your login.pencol.edu account by ensuring only you have access." Underneath, a section titled "Set up required" lists four options, each with a "Set up" button. A large green arrow points to the "Phone" option.

- Google Authenticator**
Enter a temporary code generated from the Google Authenticator app.
Used for access or recovery
[Set up](#)
- Okta Verify**
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Used for access or recovery
[Set up](#)
- Phone**
Verify with a code sent to your phone
Used for access or recovery
[Set up](#)
- Security Key or Biometric Authenticator**
Use a security key or a biometric authenticator to sign in
Used for access
[Set up](#)

Choose Security Method:

5. Select a security method. Then follow the steps to verify your account.

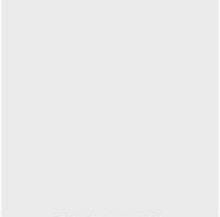
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Set up Google Authenticator

Scan QR code

Launch Google Authenticator, tap the "+" icon, then select "Scan a QR code".



[Can't scan?](#)

[Next](#)

[Return to authenticator list](#)

[Back to sign in](#)

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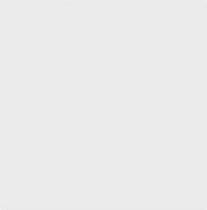


Set up Okta Verify

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).

2. Open the app and follow the instructions to add your account

3. When prompted, tap **Scan a QR code**, then scan the QR code below:



[Can't scan?](#)

[Return to authenticator list](#)

[Back to sign in](#)

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Set up phone authentication

Enter your phone number to receive a verification code via SMS.

SMS

Voice call

Country/region

United States

Phone number

+1

[Receive a code via SMS](#)

[Return to authenticator list](#)

[Back to sign in](#)

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Set up security key or biometric authenticator

You will be prompted to register a security key or biometric authenticator (Windows Hello, Touch ID, Face ID, etc.). Follow the instructions to complete set up.

[Set up](#)

[Return to authenticator list](#)

[Back to sign in](#)



Choose Security Method:

6. After a security method is set up, click '**Continue**'.

Set up security methods

 [Redacted email address]

Security methods help protect your login.pencol.edu account by ensuring only you have access.

Set up optional

 **Google Authenticator**
Enter a temporary code generated from the Google Authenticator app.
Used for access or recovery
[Set up](#)

 **Okta Verify**
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Used for access or recovery
[Set up](#)

 **Security Key or Biometric Authenticator**
Use a security key or a biometric authenticator to sign in
Used for access
[Set up](#)

[Continue](#)

[Back to sign in](#)



Success:

7. Done! Your account has been activated and you have access to technology resources through myPC.

The screenshot displays the myPC dashboard for Peninsula College. At the top left is the Peninsula College logo and name. A search bar labeled "Search your apps" is positioned at the top right. The left sidebar is green and contains navigation options: "My Apps", "Work", "Add section", "Notifications", and "Add apps". The main content area is titled "My Apps" and features a "Work" section with four app tiles: "ctcLink", "Canvas - CTC", "Microsoft Office 365 - Students...", and "Microsoft Office 365 - Students Mail". Below these tiles is an "Add section" button. At the bottom left, it indicates "Last sign in: a few seconds ago" and "© 2024 Okta, Inc.". At the bottom right, there is a "Support" section with the email "Help: oktasupport@pencol.edu" and a "Request an app" button.

If you have any questions or need further assistance, contact the IT Help Desk at (360) 417-6565 or helpdesk@pencol.edu

