

# SOUTHWEST

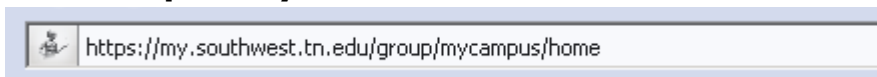
## TENNESSEE COMMUNITY COLLEGE

### How to access College Portal: My.Southwest.tn.edu

Southwest has a real-time Web-based portal. Our site is called "My.Southwest" and can be found at <http://my.southwest.tn.edu>. Through this secure access information system, not only will you be able to access the current Student Self-Service system to register, pay fees, view grades, etc., but you will also have access to on-line learning, such as, PAWS (D2L) and other class information, calendar, chat, and much more – all with just one username and one password.

- After you complete an admission process, you are ready to determine your username and password by following these steps:

1. Go to <http://my.southwest.tn.edu>



2. Find the "Reset Password" link on the right side of the screen under the login box or go to this URL

<https://eas.southwest.tn.edu/request/password.aspx>

A screenshot of a web form titled "Secure Access Login". The form has a light gray background. It contains two input fields: "Login:" and "Password:". Below the "Password:" field is a blue button with the text "LOGIN". At the bottom of the form, there are four links: "Reset Password", "Forgot Password", "First Time User", and "Help Desk Support". A mouse cursor is pointing at the "Reset Password" link.

**3. Enter your SSN or Student ID and last name. Then click 'Change Password Lookup' button.**

Self-Identify & Password Change Utility.

<b>Student's SSN (or) ID:</b> <input type="text"/>
<b>Student's Last Name:</b> <input type="text"/>
<input type="button" value="Change Password Lookup"/>

**4. You have identified your username. Make note of this username as you will need it to log into the portal after you have set your password.**

Password change form:

<p><b>Username:</b> your_username</p> <ul style="list-style-type: none"><li>• Password must be at least 6 characters in length. (maximum length: 12)</li><li>• Password contains characters from TWO of the following categories:<ul style="list-style-type: none"><li>○ Category 1: Uppercase letters (A, B, C, and so on)</li><li>○ Category 2: Lowercase letters (a, b, c, and so on)</li><li>○ Category 3: Numbers (0, 1, 2, and so on)</li><li>○ Category 4: Non-alphanumeric characters ( !, %, *, +, -, /, ;, ?, _ ) Only the non-alphanumeric characters listed here are allowed.</li></ul></li></ul> <p><b>New Password:</b> <input type="text"/></p> <p><b>New Password Again:</b> <input type="text"/></p> <p><b>Answer the following question to validate this request:</b></p> <p><b>Your Birth Date:</b> Month: <input type="text"/> Day: <input type="text"/> Year: <input type="text"/> (Year should be 4 digits)</p> <p><input type="button" value="Change Password"/></p>
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**See example above, where the username of your\_username is shown.**

**Next, enter your new password twice. And enter your birth date to validate this password change. Then click 'Change Password' button.**

[Type text]

## 5. Your password has been changed.

### PASSWORD CHANGE RESULTS:

Your password has been changed for system below.

<b>MY.SOUTHWEST</b>	<a href="http://my.southwest.tn.edu">http://my.southwest.tn.edu</a>
Username:	your_username

## 6. Use your username and password to log in at <http://my.southwest.tn.edu>

### Note:

- Do not save your password when using a computer on campus or any other public place.
- When logging out of the portal, be sure to close the browser.
- Protect your records by memorizing your username and password. Never share them with anyone other than Help Desk personnel when resolving a problem with your account. The Help Desk number is 333-HELP (4357).
- Links within the portal can be accessed with a single click. Do not double-click.

[Type text]