



Information Guide for Student Success Fall 2023 Term (202412)

The following information is essential to your success with Coastal Pines Technical College. Your student ID number (900...) and student email address are provided in your acceptance letter from admissions.

- **Student ID number:** 900*****
- **CPTC student email address:** username@student.coastalpines.edu

Okta Student Account

You MUST set up your Okta single sign-on student account before being able to access any other student accounts.

- login.coastalpines.edu is our Site Name or Click on Okta Login under MyCPTC from CPTC website, www.coastalpines.edu .
 - **Username:** Enter your entire EMAIL Address (username@student.coastalpines.edu).
 - **Password:** New student default password is CptcMMDDYY with the student's 6-digit date of birth.
 - Example: April 1, 1968 birthday would be Cptc040168
 - (that is a capital C followed by lowercase ptc).
- From the Okta dashboard, please click on the application you would like to access such as email, Blackboard, Banner, etc. You may download Okta Verify and Okta Mobile from your app store.

New Student Orientation

It is important that you complete the [New Student Orientation](#). Orientation can be accessed at www.coastalpines.edu under the MyCPTC dropdown.

Online orientation is for both traditional and dual enrollment students. In orientation, you will get information that will be useful to you during your time at Coastal Pines Technical College. The online orientation is required for all new students.

Stingray Success Sessions

In addition to the online orientation, you are invited participate in [Stingray Success](#) which will cover more in depth topics including the different computer systems you will use as a student and the resources available to you through Coastal Pines.

Additional Recommendations

- Confirm with a staff member in the Financial Aid Office that they have all required documents
- Make sure you can access Blackboard via Okta

- Understand that fully online classes will have a proctored event. You will need access to a webcam and computer during the proctored event. It is important to review the [ProctorU LibGuide](#) for online courses.
- Print your class schedule from BannerWeb (you must have a copy for the bookstore)
 - Understand the campus and room number.
 - Example: WAH2203 = Waycross Campus, Building 2000, room 2203
 - Understand the schedule days:
 - M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, U = Online
 - Example: TR = Tuesday & Thursday
- Review the Important Dates for the Term

Important Dates for the Term

Event	Date
Term balance due	August 17, 2023
Last Day to Add a Class	August 17, 2023
Term Begins (Followed by No Harm/No Foul)	August 21, 2023
Last Day to Drop a Class for a Full Refund	August 25, 2023
Last Day to Charge in the Bookstore	August 31, 2023
Labor Day Holiday	September 4, 2023
Midterm	October 12, 2023
Returning Student Registration Begins	October 16, 2023
New Student Registration Begins	October 23, 2023
Student Holidays	November 21-24, 2023
Last Day of Class	December 8, 2023
Final Exams	December 11-12, 2023

Using Student Email & Computer Logon

Students need to **log into Okta directly to set up authentication information before accessing** Orientation, Banner, or Blackboard. Make sure to log in on a computer when logging in the first time.

Know your Student Email Address (Memorize it). Your student email address and student ID number (900...) are provided in your admissions letter. Your Full Email Address and Password are used to gain access to any student computer on any CPTC site. Please note that Coastal Pines Technical College uses a "single sign on" method where the username@student.coastalpinetech.edu credentials for Office365 email, Banner, and Blackboard all use the same password.

- Okta [Login](#)
- Okta [Account Reset](#) (this will only work if you have previously logged into Okta)
- Okta [Quick Start Guide and Plugin Installation Directions](#)
- Okta Apps: Okta Verify and Okta Mobile can be downloaded from the app store on your mobile device. You can also set up a text or phone call account recovery method.

For assignment specific help, please first contact your course instructor. If you lock your account or have other password issues, see the [Student Email & Computer Logon](#) information under MyCPTC. Faculty and staff can submit an IT ticket on behalf of students. If you need help with logging in– please phone Student Affairs at any location. A list of phone numbers by site and links to get password help is located in the [Tech](#)

[Help LibGuide](#). A Blackboard [Helpdesk Request Form](#) can be submitted to Distance Education as needed. Students can also contact or visit a CPTC Library during [Library Hours](#) for help.

Tips for Blackboard:

Blackboard can be accessed directly through Okta <https://login.coastalpines.edu/> click on the application icon within Okta. Use the MyCPTC dropdown on www.coastalpines.edu

The direct link <http://coastalpines.blackboard.com> will work. Click on “Faculty and Student Login”.

All students will have Blackboard access (online and face to face classes). Courses may not appear in Blackboard until the first day of class listed on your Banner schedule unless otherwise noted by the instructor. Compatible web browsers are listed in the [Blackboard LibGuide](#). It is good practice to try another web browser or the Okta Mobile app if receiving an error. Make sure to [clear browser history and cache](#) (keyboard shortcut Ctrl+Shift+Delete- select all time) and restart your computer if receiving an error. Switching to a different browser or using an incognito tab (keyboard shortcut CTRL+Shift+N) can also help. Trying to log in unsuccessfully several times may lock your account. Make sure to manually log out of Blackboard with the button in the top right corner each time to end the session versus just closing the app or web browser to prevent errors.

Using Banner Web:

You will be able to register for your classes, view your schedule, see final grades, and unofficial transcripts through Banner. Here are the steps for some of the frequently used items in Banner:

To Print Schedule for Bookstore (on or after the first day of class for financial aid):

Click Financial Aid and Student Records
Click Registration
Click Student Detail Schedule
Select Appropriate Term
Click Submit and Print.

To Verify Account Balance/Financial Aid:

This report displays current fees and estimated financial aid awards. Please allow 24 hours after registration for processing.
Click Financial Aid and Student Records
Click Financial Aid
Click Account Detail by Term
Select Current Term
*Allow 24 hours after registration.

To Pay Online:

Click Financial Aid and Student Records
Click Registration
Click Pay Online
Follow instructions for payment

To Find Advisor Information:

Click Financial Aid and Student Records
Click Student Records
Click Student Information

Check SAP (Satisfactory Academic Standing) after grades are posted:

Click Financial Aid and Student Records
Click Financial Aid
Click Check the Status of my Financial Aid
Click Academic Progress

To Check Final Grades

Click Financial Aid and Student Records
Click on Student Records
Click on View Unofficial Transcript

To Pull an Unofficial Transcript

Click Financial Aid and Student Records
Click on Student Records
Click on View Unofficial Transcript

To Register:

If you are a **new student**, please contact your Academic Advisor using the steps below:

On the Coastal Pines homepage, go to Current Students>Academic Advisement. Click each name in order to find which is the advisor is the one for your program of study.

Using the contact information below, make an appointment with your advisor for advisement and registration.

If you are a **returning student**, please check your Degree Works and contact the advisor listed and he or she will help you register.

To View Email Address:

Click the Personal Information link
Click the View Email Address link
Your CPTC student e-mail address should always be marked as preferred.
Please make note of your Email address.
Your student email address will contain @student.coastalpines.edu