Instructions

1. Go to www.otech.edu and click on the student portal link in the top right corner

2. Click on "Student Login"

3. Enter your Username-this is your student ID number. You can get this from Enrollment, Student Accounts, or Student Records.

4. Enter your password-if you don't know this or need it reset, click on the "Forgot Your Password?" link. You will need to enter the email address that you provided at the time you enrolled. If this email address has changed or you no longer have access to it, please contact Enrollment, Student Accounts, or Student Records to have this updated and have your password reset.

5. If you have entered your password incorrectly more than two consecutive times, you will receive the "I'm not a robot" recaptcha box. Click on, "I'm not a robot" and if prompted run through the series of tests, then click Log in.

6. If this is your first time logging in, you will get a pop up screen asking if you would like to opt in to electronic delivery. Clicking yes will allow us to post your 1098-T tax form at the end of the year to your portal and not mail you a paper copy.
Student Portal Settings Change

Instructions-Continues

7. After successfully logging in, you will come to your Student Dashboard. Scroll to the Account Settings section. Click the Update Additional Information box.

![Account Settings](image)

8. The Notification Information section - check yes or no for notifications. For yes, choose which types you want and how you want to receive them.

![Notification Information](image)

9. The 1098-T Electronic delivery section - choose yes or no for electronic delivery of your end of year 1098-T tuition tax form.

![1098-T Electronic Delivery](image)

10. Click the Change Preference box at the bottom to save all your notification changes. Call (801) 627-8316 for any questions.