

## How to request a new Self-Service account

### Step 1

Make sure your correct email address is in our student information system

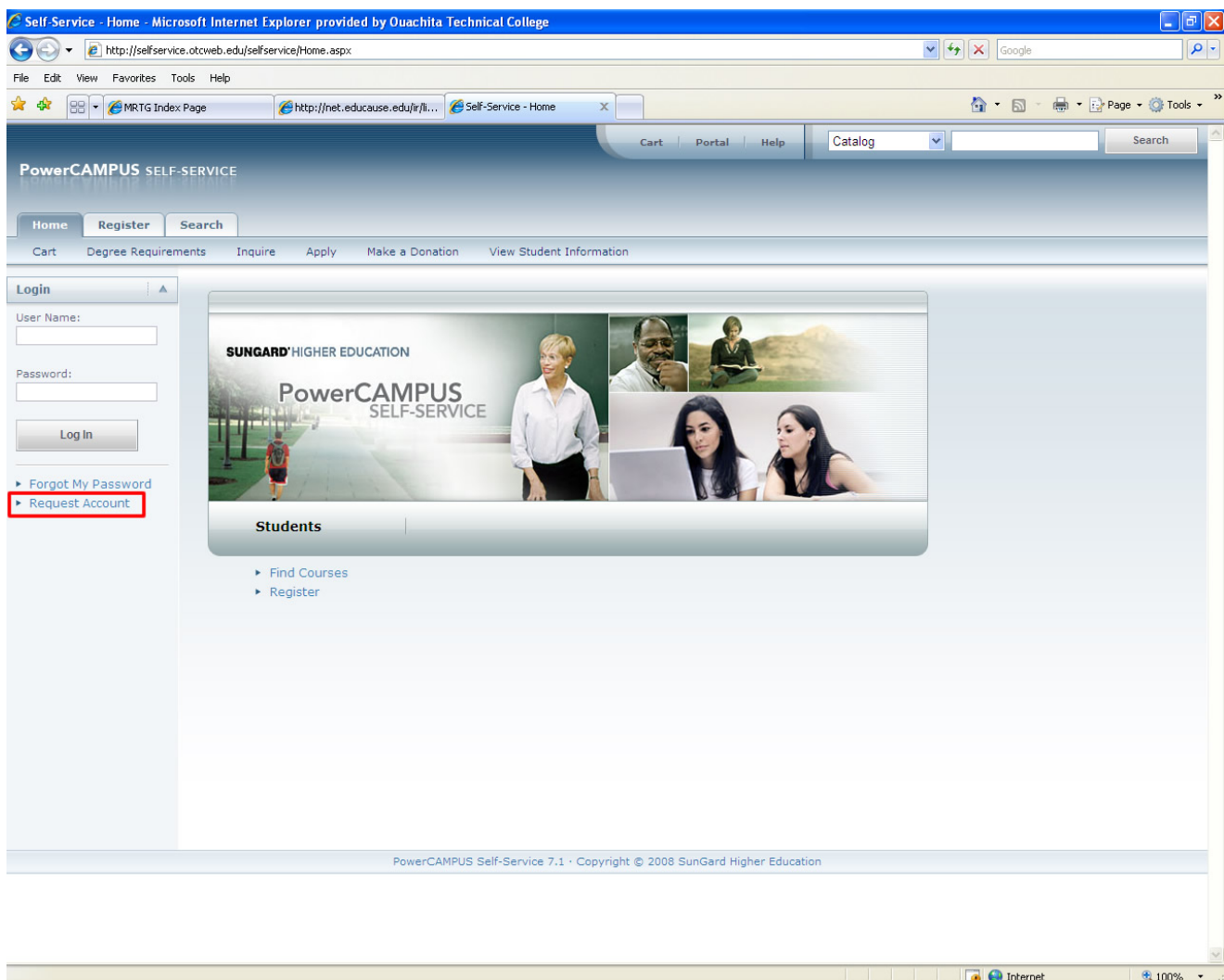
- Stop by the helpdesk located in the Arts and Sciences building rooms I204 and I206 (second floor across from computer lab) or Student Affairs to verify your email address and date of birth
- Update email address and/or date of birth if needed
- Your email address needs to be correct in our system. If you do not have an email address, you can set one up by stopping by the helpdesk.
- If you have setup a school supplied email address, make sure that you have logged into this account successfully prior to requesting a Self-Service account.

**\*This step is essential since your username and password will be emailed to the address in our system**

**If you do not know your student ID number, ask for it at this time as you will need it in the next step**

### Step 2

Once email address is correct, and verified, direct your browser to <http://selfservice.otcweb.edu/selfservice>



And click “Request Account”

Enter all the required information \***Note 1** Your system ID is our student information system number for you and in the format 000012345 **not your SSN**. This is also the same number on your library card/student ID card. If you do not know your system ID (student ID) contact the helpdesk at 501.332.0285 or student affairs at 501.332.0280.

The screenshot shows a web browser window titled "Self-Service - Request An Account - Microsoft Internet Explorer provided by Ouachita Technical College". The address bar shows the URL "http://selfservice.otcweb.edu/selfservice/RequestAccount.aspx". The page header includes "PowerCAMPUS SELF-SERVICE" and navigation links for "Cart", "Portal", and "Help".

The main content area is titled "Request An Account" and contains the following text: "Enter your legal name and all the other information, and then select Request Account." Below this is a legend: "\* = Required".

The form fields are:

- System ID:  **See Note 1**
- First Name:
- Last Name:
- Date of Birth:  **mm/dd/yyyy**

At the bottom of the form are two buttons: "Request Account" and "Cancel". Below the buttons is a link: "▶ Self-Service Home".

The footer of the page reads: "PowerCAMPUS Self-Service 7.1 · Copyright © 2008 SunGard Higher Education".

Your date of birth must be entered in this format **mm/dd/yyyy** be sure to include the /

Once all the information is entered, click the “Request Access” button. If everything is fine, your new user name and password will be emailed to the email address you verified in the earlier steps. You will be required to change your password at first log-in.

If you have any questions, stop by room I206 in the Arts and Sciences center or contact the college helpdesk at 501.332.0285.

A student handbook for the new Self-Service can be downloaded here [http://www.otcweb.edu/computer-services/self\\_service\\_71\\_for\\_students\\_user\\_guide.pdf](http://www.otcweb.edu/computer-services/self_service_71_for_students_user_guide.pdf)