HOW TO ACCESS YOUR TC COURSES – STEP BY STEP

**STEP 1** Activate your UNI

At the time of admission students are given a **UNI** to access TC resources. Your UNI is the key to accessing your courses and electronic resources at TC.

1. If you don’t know your UNI go My UNI page at: [http://uni.columbia.edu](http://uni.columbia.edu) and type your name in the “Forgot UNI?” field box at the bottom of the page.

2. Once you know what your UNI is (usually your initials plus an arbitrary number) click on the “Activate UNI or Email” link. Follow the steps and choose a password.

**STEP 2** - Log into myTC

myTC is your point of access to all the resources at TC. You need to log in with your UNI and your password

1. Go to the Teachers College Homepage ([www.tc.edu](http://www.tc.edu)) and click the myTC link at the top.
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2. Type your UNI and password, and click "Log in." If you need help click on the TC-Help link.

STEP 3 - Activate your TC Gmail

Once you are in myTC you need to activate your Gmail. Your TC Gmail address will have this format: UNI@tc.columbia.edu and will be your default email address for all the courses at TC.

1. Click on the Gmail icon on the upper right corner of myTC.
2. Accept the terms and conditions.
3. Close the browser (Firefox, IE, Safari or Chrome) and log into MyTC again.
4. Click on the same Gmail icon again to access your new account.

STEP 4 - Access your Courses

1. Click on the Courses tab in myTC
2. In the My Courses box you will see the list of the courses you are registered for. Click on the course you wish to access.

NEED HELP
Email: studenthelpdesk@tc.columbia.edu
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NEED MORE INFO?

Visit our TcApps website: http://www.tc.edu/tcapps and click on Moodle Help For Students

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