

## MyBRTC Portal/Colleague

**Log-In Information:** BRTC's student information system is Colleague, which is accessed through the college's portal (MyBRTC Portal). The portal can be accessed at <https://mybrtc.blackrivertech.org>. The portal can be used for the following tasks:

- Searching for courses and sections
- Checking course rosters
- Submitting no-show rosters
- Submitting midterm grades
- Submitting final grades
- Advising assigned advisees
- Clearing advisees for registration
- Accessing employee information
- Time entry/approval
- Accessing recent campus events, news, and announcements

Faculty will be assigned a username and password upon hire to access the portal. Typically, a faculty member's username is *firstname.lastname*. For example, the user name for Instructor Mary Johnston would be *mary.johnston*. Faculty will set their own passwords the first time they access the portal. Specific instructions for advising, retrieving rosters, submitting grades, etc. are available on the college intranet.