

# Student Login Instructions

Banner Student

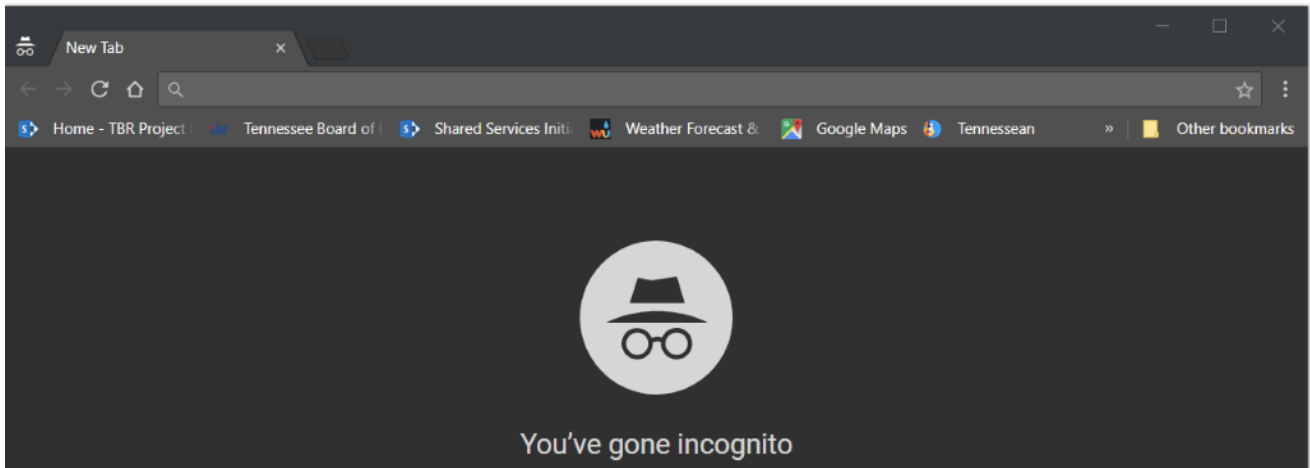
April 2, 2019

## STUDENT LOG IN INFORMATION

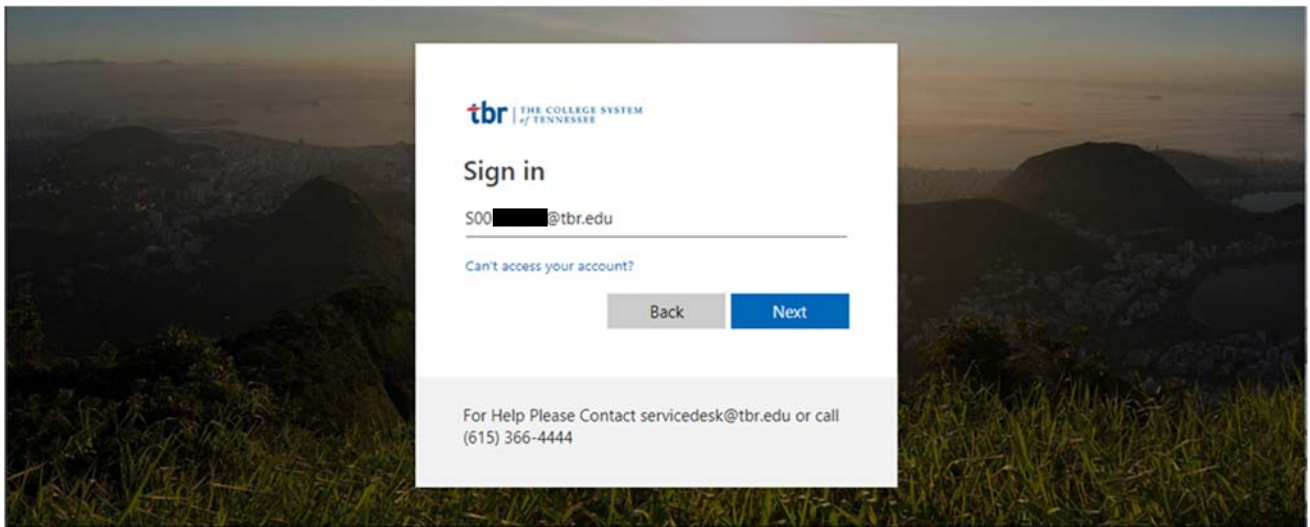
You should have received your login credentials from TBR in the format of [S00xxxxxx@tbr.edu](mailto:S00xxxxxx@tbr.edu)

### Step 1: User Name and Password

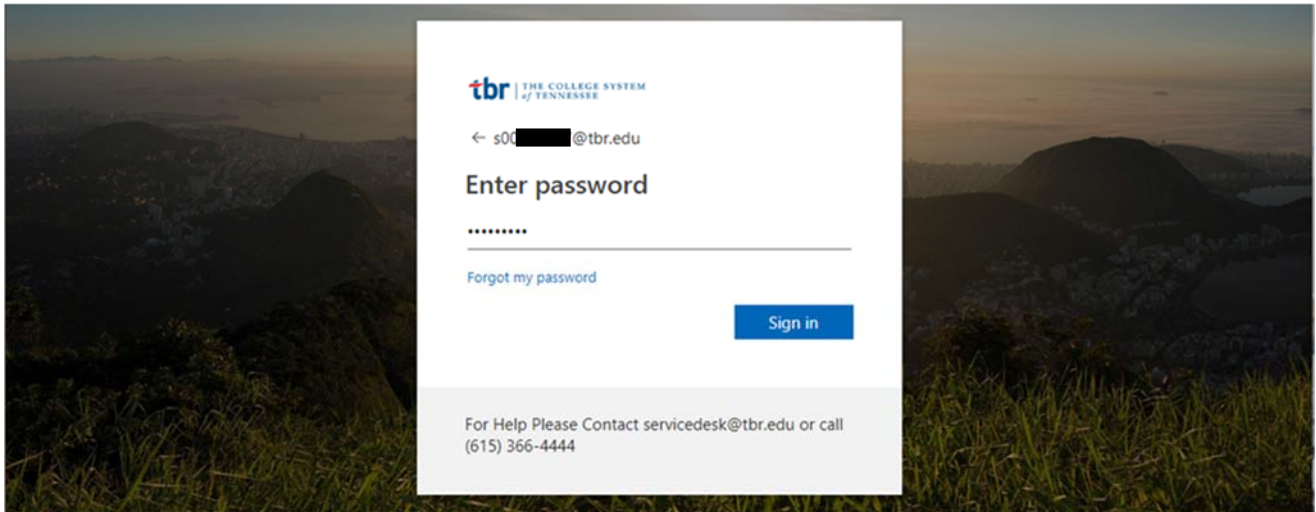
Navigate to the <https://portal.tbr.edu> website in a new or incognito browser. A fresh browser session is needed to not pass your existing account information to the system.



Enter or cut and paste the web address above. You should see the following screen. Enter the S00xxxxxx@tbr.edu you were provided.

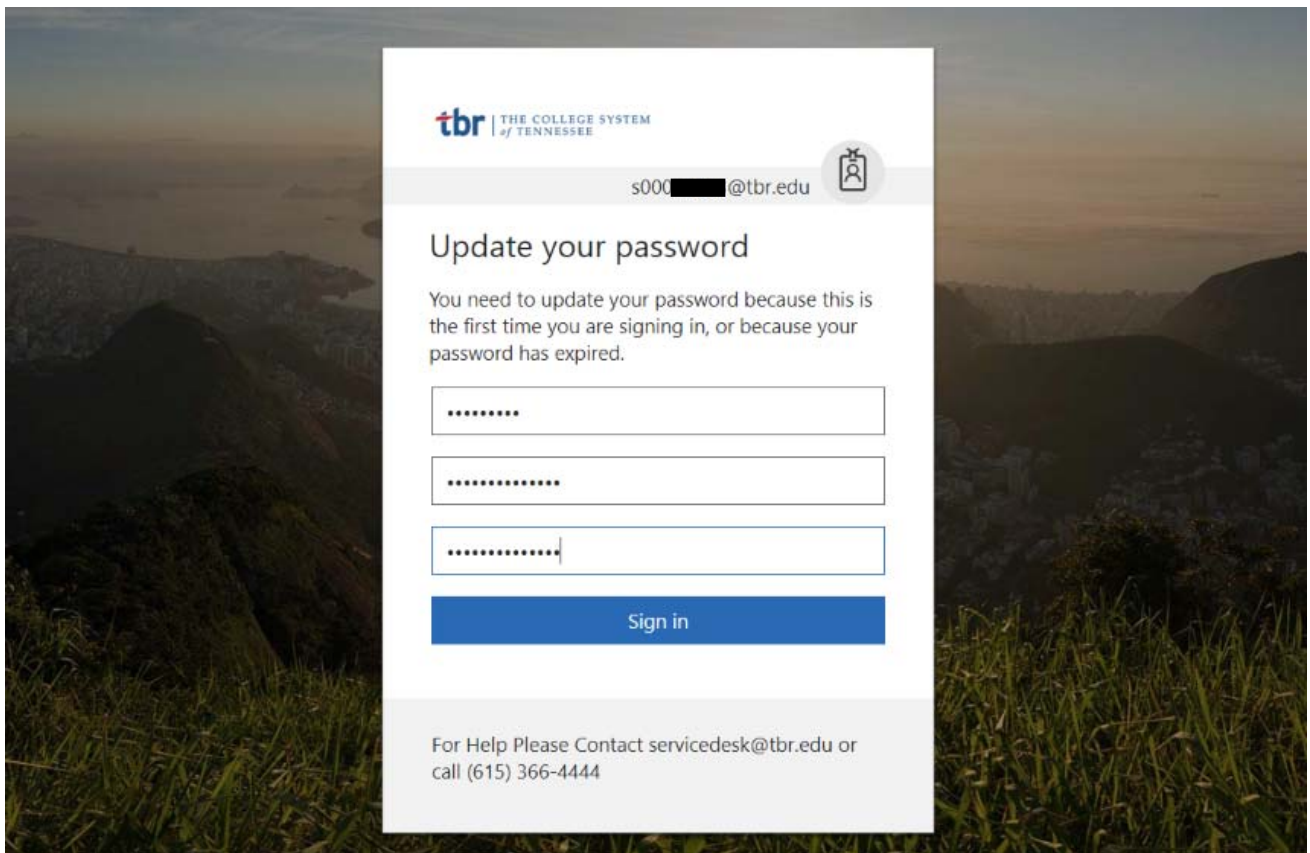


You will be prompted for your password. If this is your first login, use the password provided to you in your welcome email. This is typically a combination of a standard password and information known to the student.

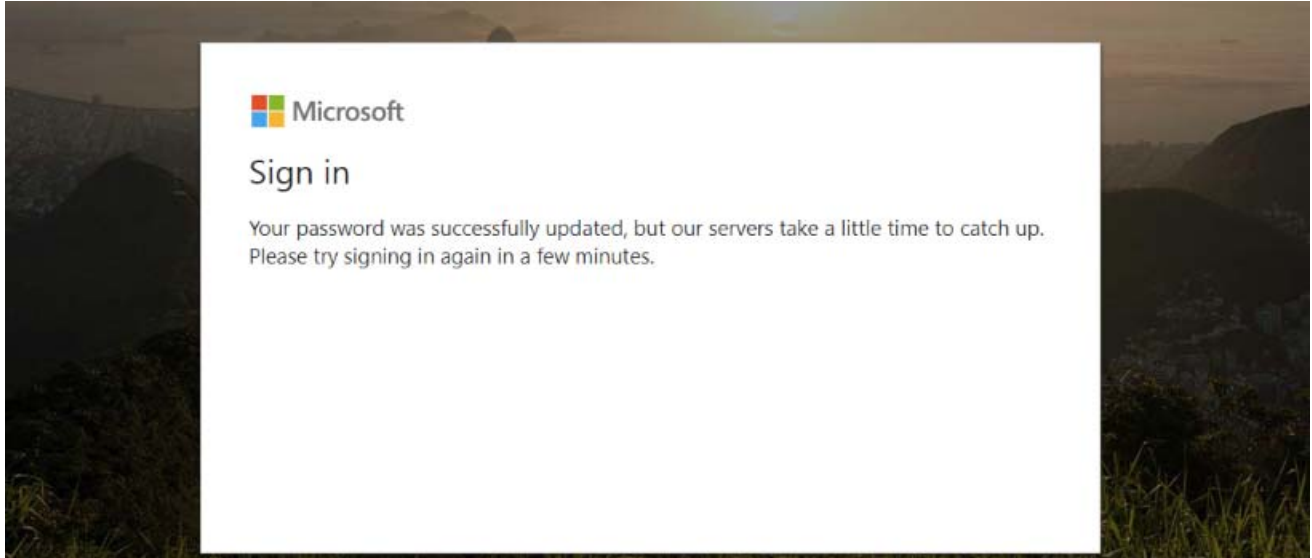


**Step 2: Password Reset**

If this is the first login attempt, you will be prompted to reset your password. You must complete this step or you will be unable to access your account in the future. The image below shows the screen prompt for your password reset.

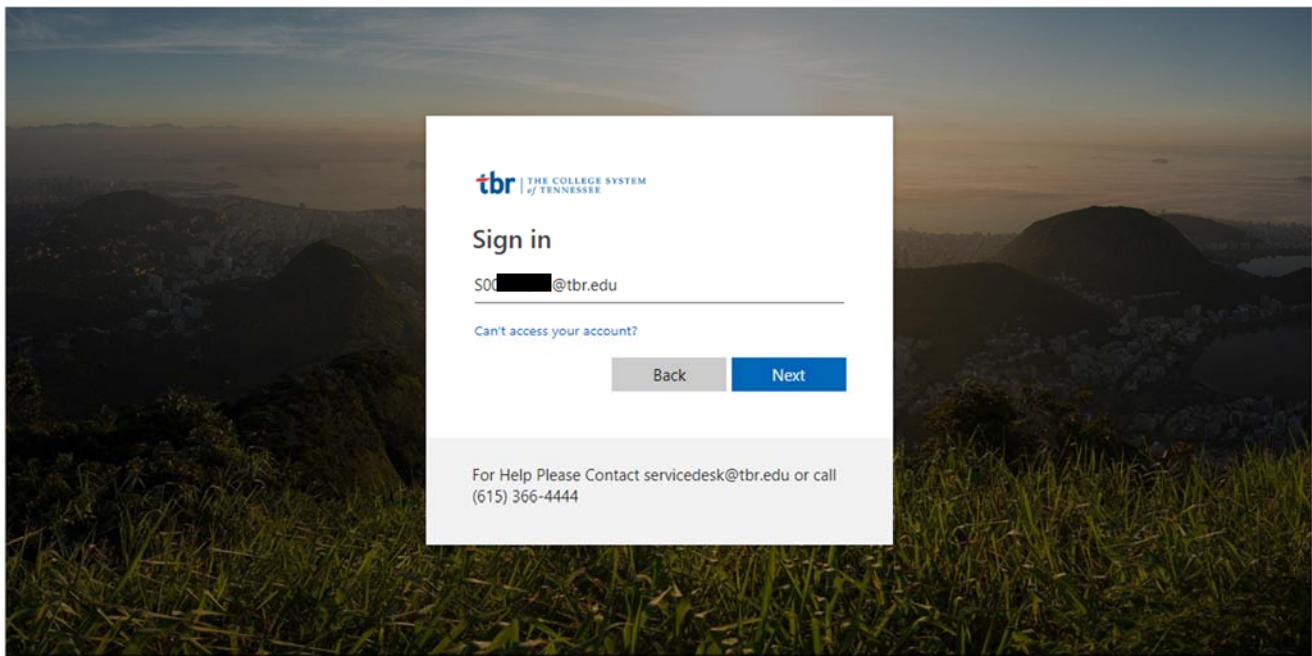


Once you have reset your password you should be prompted to login again with your new credentials. The message should display very similar to the following.



### Step 3: Enter New Password

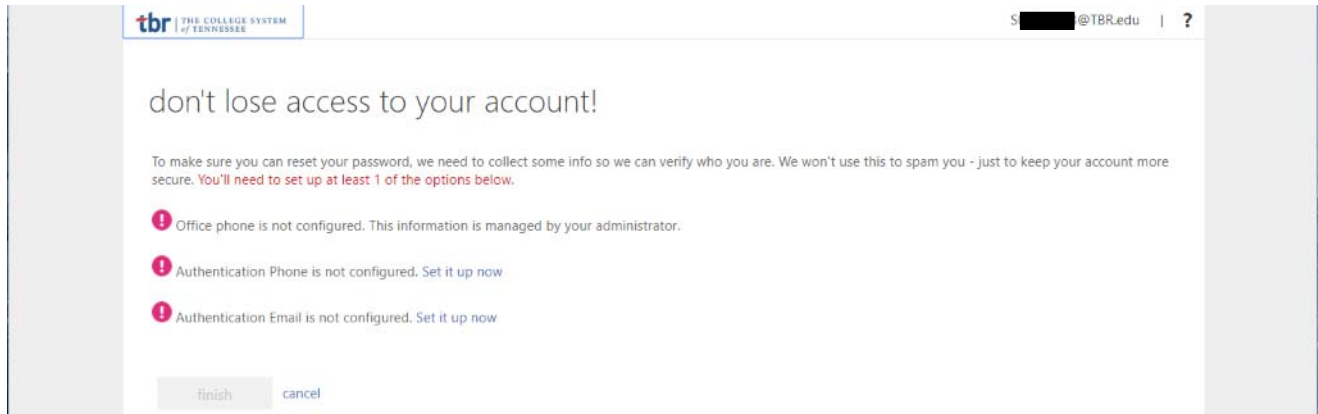
Close your browser tab. Open a new tab and enter <https://portal.tbr.edu> in the browser's address bar. You will be prompted to reenter your [S00XXXXX@tbr.edu](mailto:S00XXXXX@tbr.edu) credential.



## Step 4: Establish Backup and Recovery Information

Enter your new password and you should be navigated to a screen to establish your backup and recovery information. This is a critical step that will allow you to reset and recover your password without any intervention from TCAT or IT staff. Please follow the steps below in order to ensure smooth operations.

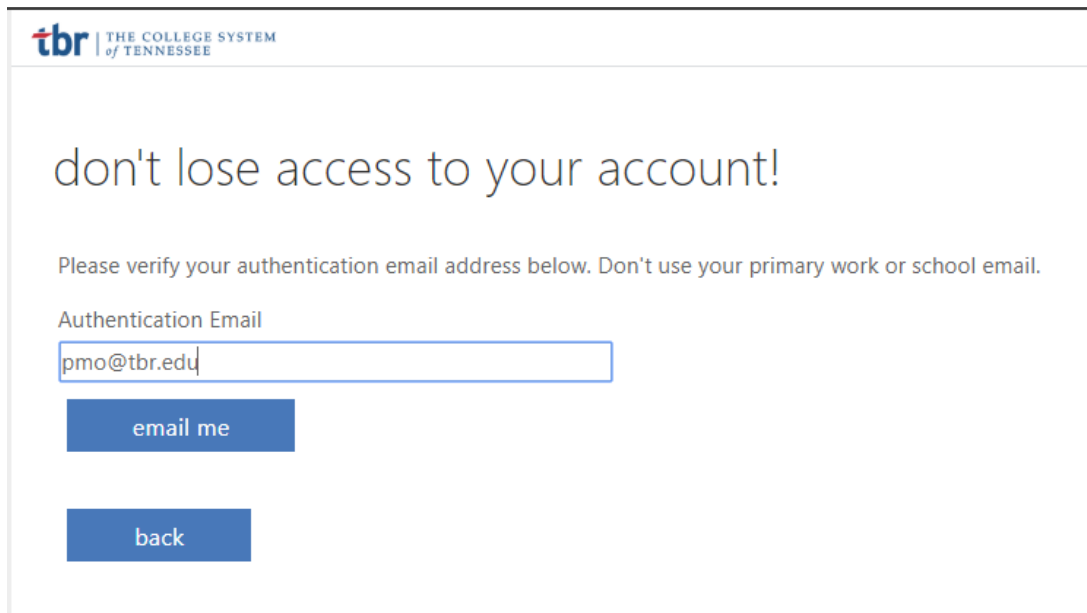
You should receive prompting or be automatically navigated to the following screen:



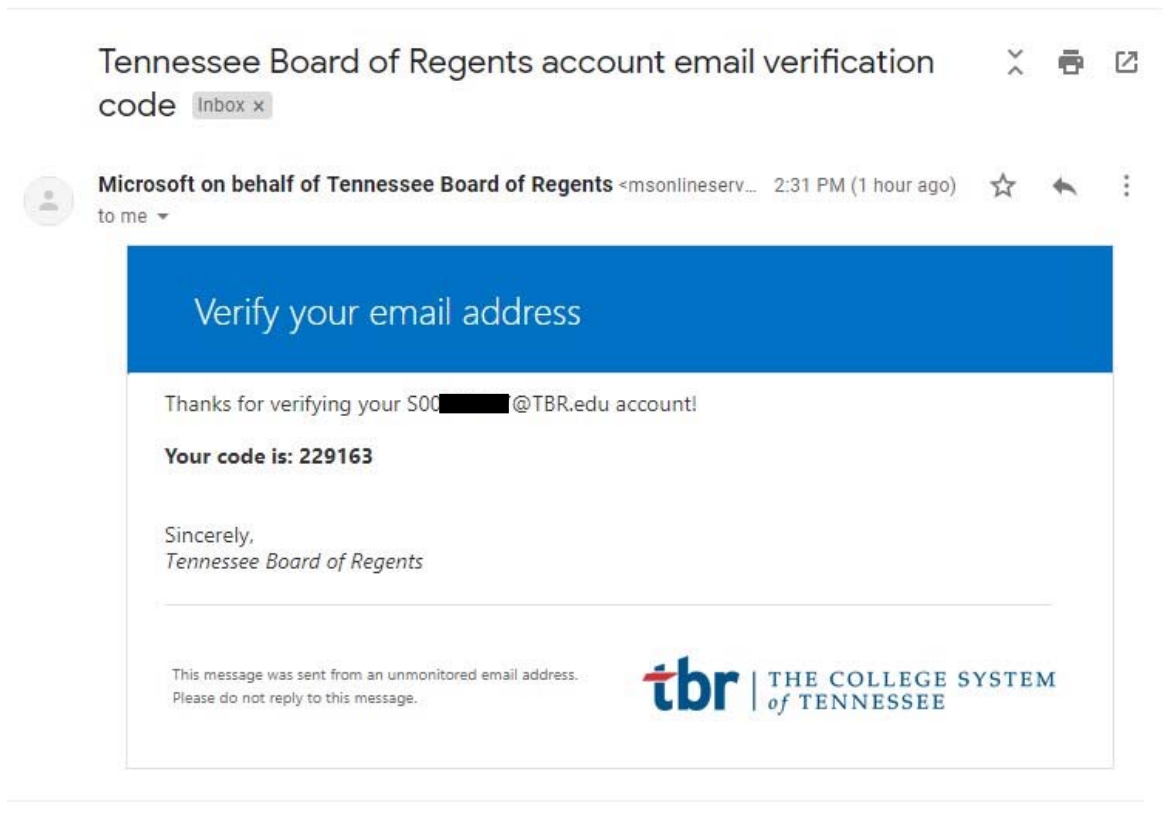
Please enter a phone and Email for authentication and recovery. When you enter a phone number you will receive a text message with a numeric code to enter. This will verify your recovery number and allow you to reset passwords through the self service module.

The Email example works exactly the same and will follow the below process:

You must set up one of these options. Since it is very difficult to display the text message this example will focus on the email reset. The email entered here should NOT be your @tbr email as that utilizes the same password. Please use your personal account.



When you select the **email me** a verification code will be sent to the email address provided. The email should look something like the message below:

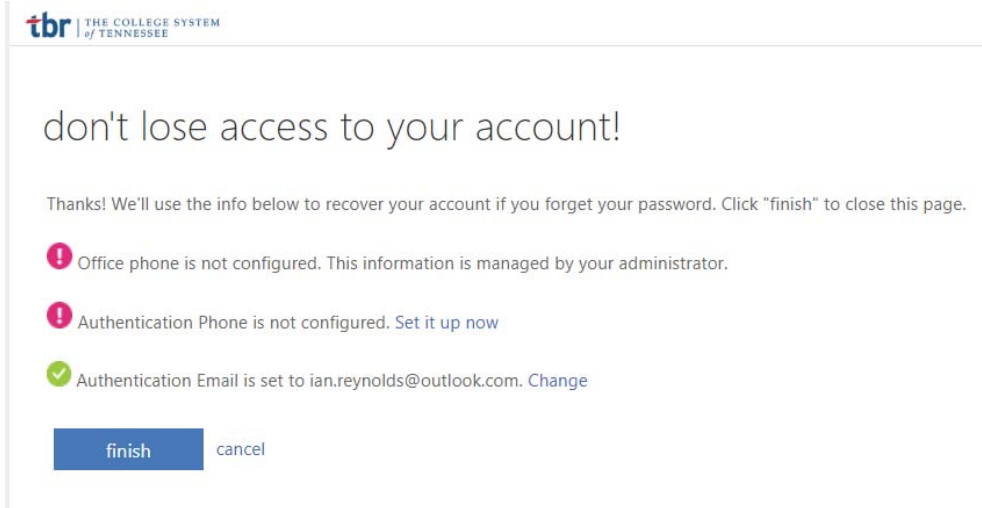


Enter the code and select verify

We've sent an email message containing a verification code to your inbox.

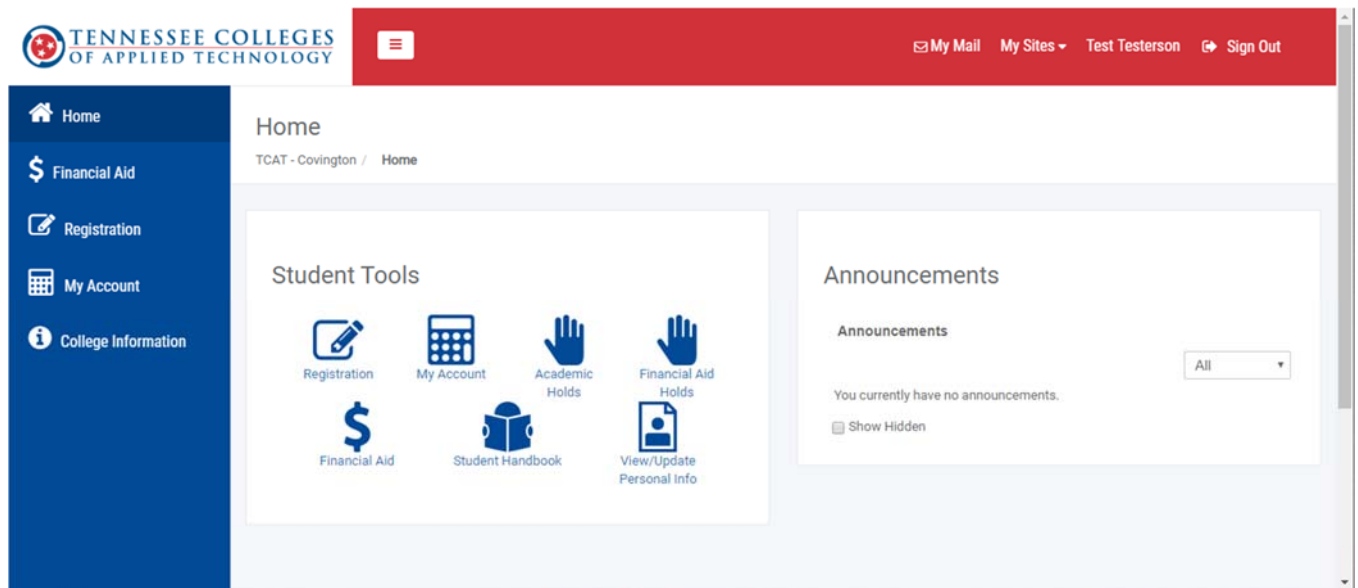
[try again](#)

Select Finish or enter other information



### Step 5: Complete Access to the Student Portal

When you select Finish you will be navigated to the MyTCAT Student Portal.



You have now successfully accessed the MyTCAT Student Portal.

For Tips on resetting your password and recovering your account please consult the Account Recovery guide.