



Dear NDC Online Students,

If you are experiencing problems logging into the [Online Course Portal](#), you are probably using an old password. Your password will be the same for both [Online Course Portal](#) and [MyNDC Portal](#). You can access your online courses from either one of the portals.

For example:

Student Name: Frank Lloyd Wright

Username: fwright05

Initial Password: 567432Wr (student ID + first two proper characters of your last name)

As a reminder, if you have not already changed your password, your MyNDC password typically is your student ID + the first two letters of your last name with the first letter capitalized. Once you login to My NDC using the initial password, you should set up security questions under the Password Management section of the portal. This will allow you to retrieve easily and reset your password in the future, should you forget the password you set on the system.

If you are still having problems, please let us help you.

Person-in-charge: Chris Kiec

Phone number: (216) 373-5356

Email: ckiec@ndc.edu

If you leave a voicemail, please spell out your last name and leave your student ID. It helps Chris Kiec to verify your identity before she assists you with anything. Please also identify the course you are referencing, and your student ID number. That way will help to expedite your support issue.

Thank you very much!