

INS LOGIN ASSISTANCE

How Do I Login?

Example:

Instructor: David Tennant

Birth date: April 18, 1971

Employee ID#: 1234567

Your username/password for employee email, blackboard, and CourseEval, are exactly the same. Your myTRCC username/password is different.

Blackboard & Course Evaluation Site (CourseEval)

Username: dtennant

Password: ##### (Same as employee email)

Employee Email

Username: dtennant

If you are hired before April 01, 2020 or the college has not changed your password

Password: Dt041871!

- First initial of First Name capitalized
- First initial of Last Name lowercase
- Birth date in 2 digits for Month, Date, and Year
- ! Exclamation point symbol

If you are hired after April 01, 2020 or the college has changed your password

Password: \$Dt04181971!

- Start with a dollar sign (\$)
- First initial of First Name capitalized
- First initial of Last Name lowercase
- Birth date: 2 Digit Month, 2 Digit Date, and 4 Digit Year
- ! Exclamation point symbol

Setup Email on Mobile Devices

[iPhone Instructions for Employees](#)

[Android Instructions for Employees](#)

myTRCC

Username: dtennant4567

(Only your myTRCC login uses the last 4 of your employee id#)

If you are hired before April 01, 2020 or the college has not changed your password

Password: Dt041871!

(ONLY the first time you log in, then you are required to change your password to make it unique)

- First initial of First Name capitalized
- First initial of Last Name lowercase
- Birth date in 2 digits for Month, Date, and Year
- ! Exclamation point symbol

If you are hired after April 01, 2020 or the college has changed your password

Password: \$Dt04181971!

(**ONLY** the first time you log in, then you are required to change your password to make it unique)

- Start with a dollar sign (\$)
- First initial of First Name capitalized
- First initial of Last Name lowercase
- Birth date: 2 Digit Month, 2 Digit Date, and 4 Digit Year
- ! Exclamation point symbol

Student Lab Machines

Username: TRCC\dtennant

(Keep in mind to use backslash '\ ' symbol located near the Enter key on your keyboard)

Password: ##### (Same as employee email)

**GO TO MY
BLACKBOARD**

[How do i reset my blackboard
email?](#)

**GO TO EMPLOYEE
EMAIL**

[How do i reset my employee
password?](#)

GO TO MYTRCC

[How do i rest my myTRCC
password?](#)

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