Password & Profile Setup — New User

1. Using a decent browser such as Chrome or Safari, go to **mtec.westernchorus.com**
2. Click **Login** in the upper corner.
3. In the username field, enter your **student ID number**
4. In the password field, enter changeme
5. Click Login
6. You will now be prompted for a new password. The old password is changeme. Select a new password of your choice and don't forget it.
7. When you see "Password has been changed", click Continue
8. Click on **your name** in the upper corner to go to your Profile
9. Click **Edit Profile** under the Administration block on the right side
10. Under **Email Address**, remove the example email address and put your own real email address (you will have to *confirm* it so make sure it is your correct address with no typos)
11. Don't worry about any of the other fields. It doesn't matter if it says Davie and you live in Sunrise.
12. Click **Update Profile** button at the bottom.
13. Click **Log Out** next to your name in the upper corner

Accessing Courses with Your New Password

*** From this point on is how you normally get to your class website each day . ***

1. Using a decent browser such as Chrome or Safari, go to **mtec.westernchorus.com**
2. Click **Login** in the upper corner.
3. In the username field, enter your **student ID number**
4. In the password field, enter your new password that you just chose and then Login.
5. You will now see your **Course Overview** of any Monse Courses that you are enrolled in.
6. Click on the name of your class under the Course Overview (e.g. Beginning Chorus 14-15)
7. Now you are at the main **course page** for that class. Everything on the page is divided into sections. Required beginning-of-school **surveys, forms, syllabuses**, and handbooks are usually near at the top of the page. Choral repertoire including Disney World music is a little farther down.
8. Don't forget to **Log Out** in the corner when you are done.