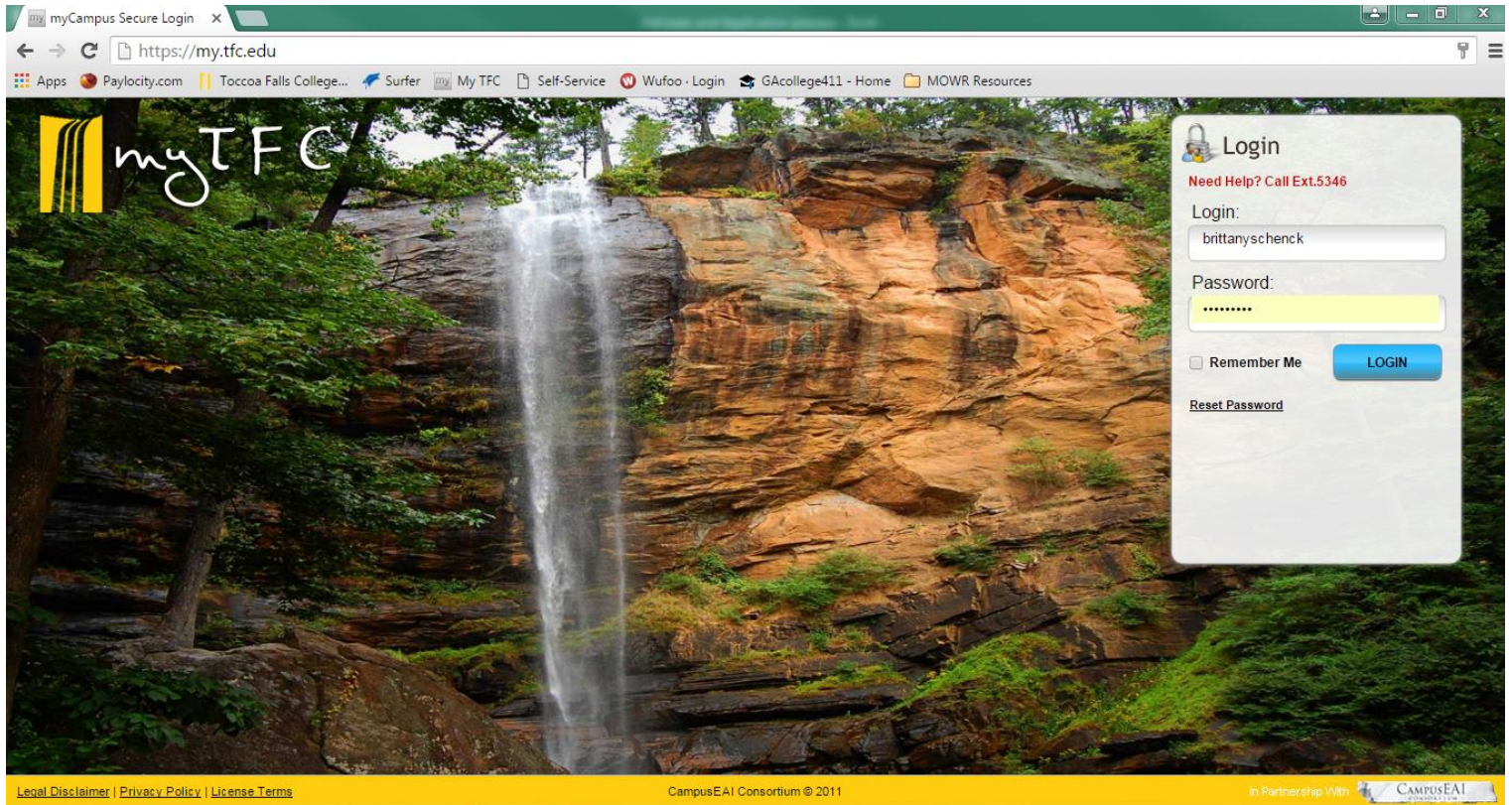


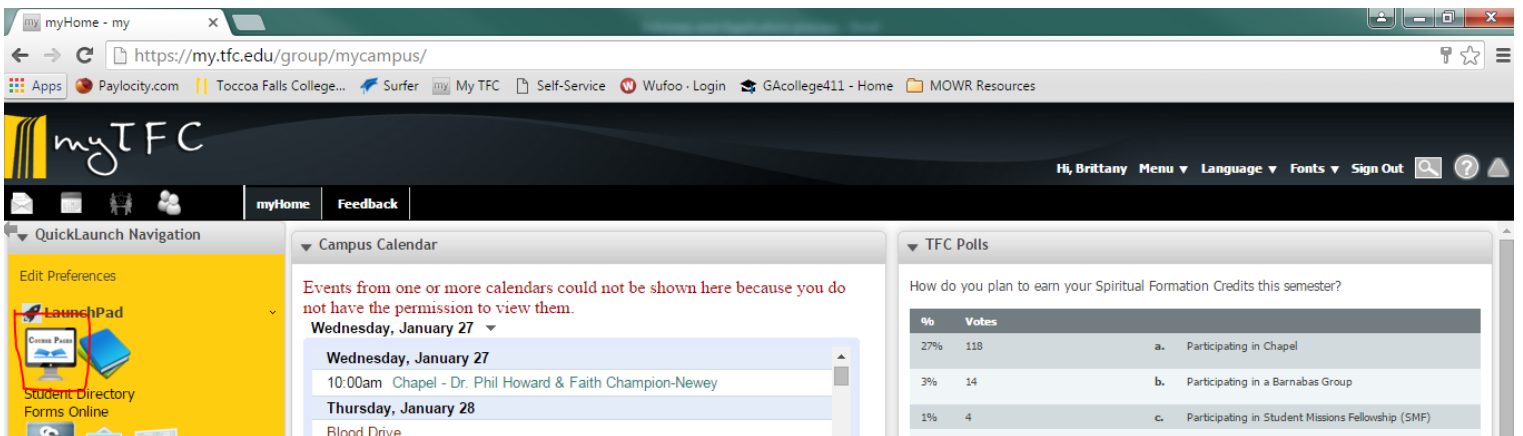
## How to Access Your TFC Classes:

It is, of course, very important that you know where to go to access your Toccoa Falls online classes. Follow the steps below to find out how!

1. Go to My TFC: [my.tfc.edu](https://my.tfc.edu)



2. Once here, you will put in your TFC user name and password. You should have received an email including your TFC login credentials. If you don't have those credentials, email [support@tfc.edu](mailto:support@tfc.edu) to have them send you that information.
  - a. Your user name should be your first name and last name, with no spaces, like the example in the picture above.
  - b. Your password is your TFC ID number, with three zeros in front of it. Ex: 000123456
3. Once logged into My TFC, look to the left-hand side of the screen and find "Course Pages," see below.



4. Once you have clicked on Course Pages, you will be taken to the classroom homepage, where your current classes will appear, if they are opened.
  - a. Classes will not appear here until the first day of classes for that session
  - b. If you are taking classes in session A and B and are currently in session A, your B courses will not appear until session B begins.



5. Click on the course you would like to access to view your course syllabus, assignments, where to upload your assignments, etc.
  - a. Note: If you are a new student, you should be enrolled in the **Dual Enrolled Online Orientation Course**, like the **above** example. This course walks you through how to turn in assignments and how to navigate the online classroom.

