

Entering Courses Online

1. Go to <https://www.mymrtc.org/home.php>
2. Enter your MRTC# (listed on front of your Instructor Card)

For your password, the first time you are logging into the site, enter the email you are using with us.

You will be prompted to change your (email) password by clicking on the “Change Password” on the log-in page. Passwords are case sensitive.

If you ever forget your password, click on the “Forgot My Password” and Directions will be emailed to you within minutes.

3. Once you are logged into the database:
 - Click on **Enter Courses** on the left side of the screen.
 - Use the drop-down fields to enter at a minimum the date, type of course and number of students who passed the course.
 - The **Client** field is an optional place to enter a group or company name, not for individual instructor names.
 - To enter more than two courses at a time, click on the “+” for each additional class you would like to enter.
 - Click on the **Submit Courses & View Courses Reported** at the bottom of the page.
 - You will be able to view the courses you have entered on the **Course List** accessible on the left side of the screen.
 - If you are a course reporter and entering classes for others. Those instructions on the top of the **Enter Courses** page.