



# PS 8.9 QUICK REFERENCE GUIDE

## USER NAME/EMPL ID SEARCH

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[HTTP://WWW.TNCC.EDU/](http://www.tncc.edu/)

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This document will provide simple instructions for finding your User Name and EMPL ID via MyTNCC.

1. Log into the **MyTNCC** Portal at <http://www.tncc.edu>. Select **MyTNCC** from the top navigation bar.
2. To look up your **SIS Username** and **SIS/EMPL ID**:
3. Click on **Look up your username**.
4. Enter your name exactly as it appears on your TNCC record.
5. Enter your birth date in six digit format without spaces or dashes (i.e. March 25, 1984 would be 032584).
6. Enter your **EMPL ID** or **Social Security Number** (SSN) without dashes or spaces
7. Click **Search**.
8. Make note of your **Username** and **SIS/EMPL ID**. You will need these numbers to conduct business with the college.
9. If you receive the message that your record was not found in the directory, please repeat the above procedure, or contact the TNCC Help Desk at 757-825-2700.