



TC WEB NAVIGATION INFORMATION

Logging onto TC Web is the fastest and easiest way to view your personal information on record with the Office of the Registrar, view your registered schedule, obtain an unofficial grade report and pay your tuition.

LOG ON TO TC WEB

1. If you do not already know it, obtain your Touro University student ID number from the Office of the Registrar either in person (with a valid photo ID) or by sending an email request to tucaregistrar@tu.edu from your tu.edu email account. The email should include your name, your college/program and expected graduation date.
2. Go to www.tcweb.touro.edu from any computer with internet access.
3. Enter your student ID number and password to access your TC Web account.

**** THE DEFAULT PASSWORD IS AS FOLLOWS: ****

- (1) Enter the first two digits of your month of birth
- (2) Enter the two digits of your day of birth
- (3) Enter the last two digits of your Touro student ID number
- (4) Enter the first two letters of your first name (lower case)
- (5) Enter the first two letters of your last name (lower case)

For example, if your name was **Green Hornet** and you were born on **01/01/1970** with a student ID number of **246800** then your password would be: **010100grho**.

**** Note:** If you have any difficulty accessing TC Web, have been locked out or forget your password, DO NOT follow the contact information listed on the website.

To restore your TC Web Access, send an email to the Office of the Registrar at tucaregistrar@tu.edu, subject Reset TC Web. Include your student ID# and date of birth in the body of the email.

Do not try to access TC Web again until a reply email has been sent informing you that your access has been restored. **

VIEW YOUR PERSONAL INFORMATION

1. Select the "My Profile" tab at the top of the page.
2. The contact information listed is what is currently on record with the Registrar's Office, Bursar's Office and Financial Aid Office, not including work-study. The address for work-study checks is updated separately though the Financial Aid Office.
3. To make changes to your contact information, you MUST complete the "Contact Information Update Form" available at the Office of the Registrar or online on the Office of the Registrar's Forms webpage.
4. If you have recently changed your name, you MUST complete the "Name Change Request Form" available at the Office of the Registrar or online on the Office of the Registrar's Forms page.

**** Note:** DO NOT make any changes to your personal information through TC Web. This information is not forwarded to the Office of the Registrar. **

VIEW YOUR UNOFFICIAL TRANSCRIPT

**** Note:** If a grade has not been recorded for a course, that course will not appear on this grade report. If you require an unofficial transcript that shows all registered courses, it must be requested through the Office of the Registrar. ******

1. Select the "Academics" tab at the top of the page.
2. Then, select "My Grades" from the menu.
3. Finally, select "FINAL GRADES: All Divisions, All Terms"
4. To print a report with a Touro College logo and heading on it, click on the "Print" option from the "File" menu on the toolbar at the top of the screen; the words "This is an unofficial grade report" will print at the top and bottom of the report.

REGISTER ONLINE

1. Select the "Academics" tab at the top of the page.
2. Look at the upper right hand corner to see what semester the system is currently set for. The semester listed must match the semester you are trying to register for. If you need to change the semester, select "Change Terms" from the menu then select the appropriate semester.
3. Once the system is set to the correct semester, select "Course Search."
4. You will register using either Block Registration or Individual Course Registration. For more information on the different registration method, go online to the Office of the Registrar's Registration webpage.
5. Once you have finished registering for your courses, select "My Schedule" from the menu to view and print your schedule. If you incorrectly register for a course or make changes to your schedule, you will need to complete an add/drop form.

VIEW YOUR REGISTERED COURSES

**** Note:** Once a grade has been posted to a course, the course will move from the "My Schedule" section to the "My Grades" section of TC Web. ******

1. Select the "Academics" tab at the top of the page.
2. Look at the upper right hand corner to see what semester the system is currently set for. The system will only show you registered courses for the semester listed in the upper right hand corner.
3. To access your registered courses from a previous semester, select "Change Terms" from the menu then select the specific semester you what to look at.
4. Once the upper right hand corner reflects the correct semester, select "My Schedule" from the menu to view your courses.

VIEW YOUR E-BILL AND PAY YOUR TUITION ONLINE

1. Select the "Academics" tab at the top of the page.
2. Then, select "Quickpay" from the menu.
3. Select the "Quickpay" link and follow the directions provided.

**** Note:** If you have any questions regarding "Quikpay" you must contact the Bursar's Office directly or send an email to ebills/bursar@touro.edu. ******