

Please check the software requirements



Software requirement: **Adobe Acrobat Reader 7.0.1 or higher**

Web browser supported by Doc e Fill: **Internet Explorer 6 or higher.**

URL: <https://mtcselfserve.midlandstech.edu/docefill/index.aspx>
or on the MTC Online Employee or Student Menu, click the [MTC Self Serve](#) link


- **To login:** Use your MTC Online username and password. **Authentication may take a few moments, please wait.**

Welcome, Please Login

Username:

Password:

Submit

 Midlands Technical College

Welcome to MTC Self Serve

If you are unable to login:

- If you have a MTC Online username/password
 - reset your password on MTC Online and try again.
- If you do not have a MTC Online username/password
 - please contact Computer Operations Services, either by phone (803) 738-7635 or by email oprservices@midlandstech.edu.

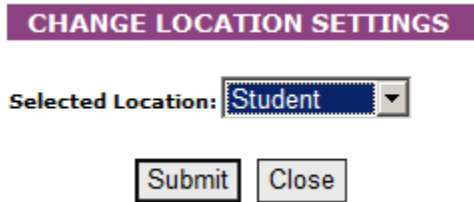
- 1) Check User Settings by using the Key Icon to ensure your location is set properly.



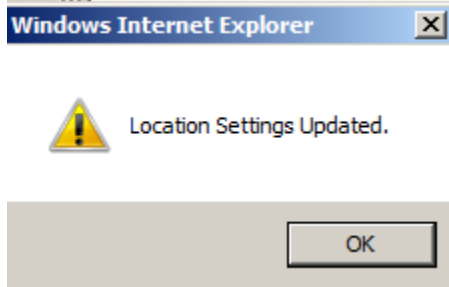
- **Location Settings**

- 2) Click

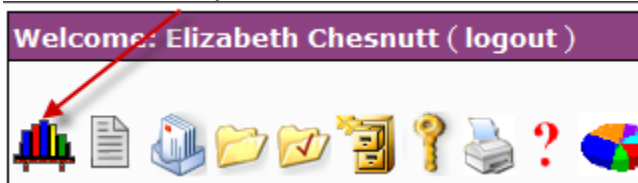
- 3) Select Student in Selected Location and click Submit.



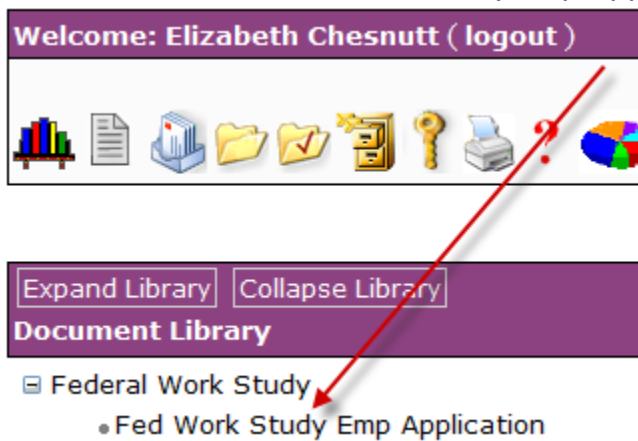
- 4) When the Location Setting Updated box displays click OK.



- 5) Click the library button to see the Forms which are available.



- 6) Click the document Fed Work Study Emp Application.



- 7) Complete the application including using Get Name to populate your name as it appears in our database.
- 8) In order to submit and route your application to the Workstudy Coordinator select sfs, 16 as the destination and click Send.

Destination

Destination

sfs, 16