



YOUROTC.NET

YOUR STEP BY STEP GUIDE

1

LOG ON

Log on to  urotc.net

Your login details will be provided from the OTC via email. 

Please have your staff  umber to hand.

2

LOG IN

YourOTC.net log in panel is located at the top right hand side. Your username is your 4 digit staff ID number. You will be prompted to change your password after your first log in.

3

CLICK

Click on the All Courses button.

This will navigate you to the news page on YourOTC.

4

ST. MICHAEL'S HOUSE COMMUNICATIONS

Click on *St. Michael's House Staff Organisation Communications* link to navigate you to the St. Michael's House news page.

5

FIND YOUR INFORMATION

Information that has been previously available on the SMH Staff Intranet is now available on YourOTC. YourOTC is constantly updated with organisational, unit and staff news.



YOUROTC.NET

ORGANISATION INFORMATION 24/7

WE ARE MOVING

The St. Michael's House Staff Intranet is moving to YourOTC.

ACCESS 24/7

YourOTC is available to you 24/7 and accessible  anywhere.

ONE PLACE

YourOTC has staff training, organisational information, department downloads all in one place.

RESOURCES

YourOTC can host images, videos, surveys, folders, specific department folders for training and review documents and can be accessed remotely.

SUPPORT

YourOTC support for staff through Communications Department and OTC IT.

WWW.YOUROTC.NET