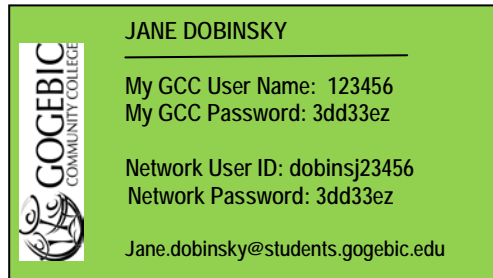


TO: All GCC Students
RE: LOGIN Procedures for MyGCC and GCC Online Learning

Gogebic Community College utilizes an online student web portal called Internet Campus Solutions (My GCC) and an online classroom system called “Blackboard” for your use. To access these systems, each student at Gogebic is assigned a unique and permanent Student Identification Number. This number is found on your schedule, your statement of account, activity card, grade reporting forms, etc. The Student My GCC User Name serves as your ID Number whenever you wish to access your personal student record via the web. It is the top number on your *green card. You have also been assigned a My GCC Password (which is case sensitive), that is located on the second line on your green card. This combination of letters and numbers serves as your password to access your personal student record.



*If you do not have a green card, please contact the Admissions office for assistance. NOTE: Non-degree seeking students do not receive a green card, however the ID# and Password is within your acceptance letter.

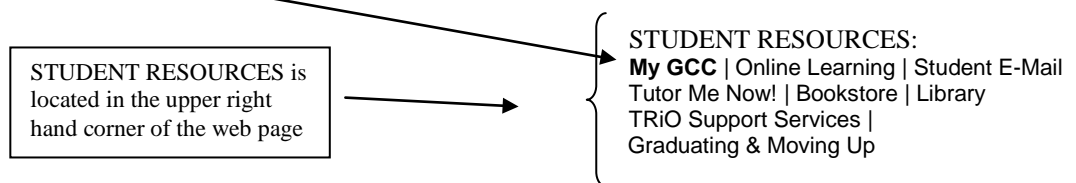
TO LOG ON TO YOUR E-MAIL THROUGH GCC:

Go to the college home page. <http://www.gogebic.edu> and click on the **Student E-mail** under STUDENT RESOURCES (upper right hand corner of the website).

Then enter your **Network ID and Network Password** to gain access (bottom of green card).

Shortcuts:	(Your College)	http://www.gogebic.edu
	(Your Information)	https://jics.adm.gogebic.edu/jics/
	(Your E-Mail)	http://mail.gogebic.edu/
	(Your Online Courses)	http://blackboard.gogebic.edu/

TO ACCESS YOUR STUDENT INFORMATION: To view your record, first go to the college’s home page at <http://www.gogebic.edu> and click on **My GCC link** in the upper right hand corner under **STUDENT RESOURCES** of the web page.



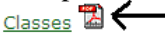
Enter your User Name and Password as it appears on your green card.

REMINDER: The password is case sensitive. Please enter it exactly as it appears on the green card.

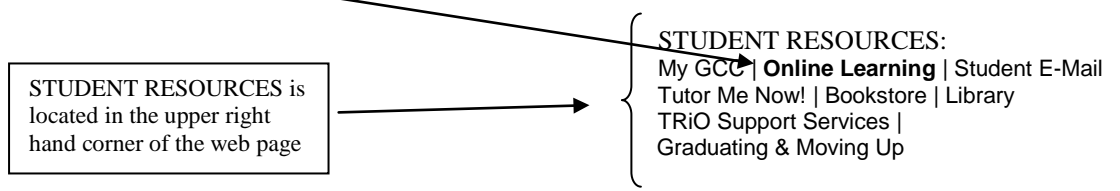
Once your login is successful, you will see a screen of information from which you can make choices. You may view various parts of your record by clicking on the tabs.

To **update or change your personal data** go to the “Personal Info” line next to your login information. Then click the “biographical” tab. To make changes, click the small **pencil icon** next to the *Name and Address* heading. Enter the information to be changed. Click the “submit” button when finished.

To **register for classes** first meet with your advisor. Your advisor will activate your access to the registration screens. Follow the next steps:

- Click the **STUDENTS** tab and choose the “Registration” button on the left side menu.
- Click on the Course Search box.
 - Use the various search options to find the course in which you wish to enroll. If you just click Search (by scrolling down the page), all of the courses for the term will be listed. If you choose a Course Code option, such as BIO, then all of the Biology courses will be listed. The more search criteria you use, the more your search will be narrowed to match the course you are seeking.
- Once you find the course you want, click on the **Add** box on the left of the course, and also click the **Add Courses** button on the bottom of the page. This will return you to a schedule of courses you have selected. Remember: If you are taking a course with a laboratory, be sure to register for BOTH a lecture section and a lab section of the course.
- Review your schedule. If the schedule appears as you want it, move on to the next step.
- If you want to add additional courses, return to **Course Search** and choose additional courses.
- If you wish to remove a course, click the box labeled “drop” next to that course on your schedule. You may withdraw from all but the last course listed using the online system. Should you wish to totally withdraw, you will need to contact the Dean of Students Office.
- Once your schedule is complete, click Student Schedule on the left side and then open the pdf labeled classes to print your schedule 
- Once your schedule is printed, review it for accuracy – you are ready to start classes. A statement of charges will be mailed to you. Please make timely payment in order to keep your classes.

TO ACCESS YOUR INTERNET COURSE: The LOGIN information for your Internet course is slightly different than the information for your student record and is also located on your **green** card. This login information is referred to as your “**Network ID and Network Password**”. To reach your online course, go to the college home page at <http://www.gogebic.edu> and click the **On Line Learning link** under **STUDENT RESOURCES**.



You may also obtain your **Network ID and Network Password** online as follows:

Go to <https://www.gogebic.edu/resources/IDs.php>, if you don't know your **Network ID and Network Password**. The screen will be asking for your **last name, Student ID, and Date of Birth**. Enter the requested information and your Network ID and Network Password will appear. (Note: if you registered late, it may not appear right away. Please contact the Admissions office if it does not appear within five business days.) **Print the page for easy access later.**

NOTE: Online courses are not available until the start date of the course.

Once you login successfully you may not see all your classes. Please be patient. Your instructor(s) must add you to their class(es) before you are granted access to the course content. (Note: if you registered late, content may not appear right away. Please contact your instructor if your class doesn't appear within five business days.)

For Online Students: Instructors request that you use your GCC email account for correspondence so **please e-mail your instructor from your GCC account once you've successfully logged on.**

If you are still having difficulty, you can send an e-mail message to kathiem@gogebic.edu or call Barry Nelson, Technology Specialist @ 1-906-932-4231 ext. 255 or e-mail barry@gogebic.edu.