Student Login Information

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GASTON COLLEGE

Self-Service

Obtaining Your Self-Service User Name
1. Go to *gaston.edu.*
2. Click the SELF-SERVICE link.
3. Click on SELF-SERVICE button.
4. Click "Forgot your user name", then type in your name and email address; click Submit.

Logging Into Self-Service
1. Go to *gaston.edu.*
2. Click the SELF-SERVICE link.
3. Click the SELF-SERVICE button.
4. Log in with your Self-Service User Name and password. Note: Your initial password is your birthday in the form of mmddyy and you will be prompted to change it during your initial login.
5. If you forget your password, click on "Forgot your password," then type in your name and email address; click Submit.

Obtaining Your 7-Digit College ID# (Note: Must log in to Self-Service to obtain.)
1. Go to *gaston.edu.*
2. Click the SELF-SERVICE link.
3. Click SELF-SERVICE button and follow steps for logging into Self-Service.
4. Click on your User Name at the top of the page, then User Profile. Your College ID# will be displayed under your name in the ABOUT YOU section.

Password Management
Student Email, Lab, Printing, Wi-Fi, Aviso and Blackboard

One password will access student email, lab, printing, Wi-Fi, Aviso and Blackboard. Your initial password will be a capital GC# and your personal 7-digit Gaston College ID# (e.g., GC#0123456).

Password Management - gcpass.gaston.edu
You may access password management by selecting QUICK LINKS on *gaston.edu*, then "Password Reset GC Pass" under the OTHER heading. To use AD Self Password Reset you first need to enroll. Once enrolled you can reset your password and unlock your account by answering several personal security questions.

If you change your password through the GC Password Management site, it will change your password for email, lab, printing, Wi-Fi, Aviso and Blackboard. *It will not change your Self-Service password.* Please allow up to 20 minutes for all passwords to sync.

Student Email

1. Go to *gaston.edu*.
2. Click the STUDENT EMAIL link, or go directly to *outlook.com/mymail.gaston.edu*.
3. Type in your student email address (*Self-Service User Name@mymail.gaston.edu*).
4. Type in your password (see Password Management section).
5. Click Sign In.

Blackboard

1. Go to *gaston.edu*.
2. Click the BLACKBOARD link.
3. Click the box for the appropriate type of user (Curriculum/Faculty or Continuing Education).
4. From the Microsoft Sign-In window type in your Gaston College Student email address (*Self-Service User Name@mymail.gaston.edu*).
   Note: Continuing Education user name and password for Bb is their 7-digit college ID #.
5. Type in your password (see Password Management).
6. Click Login.

OR

Curriculum/Faculty - go directly to *https://gcvlc.blackboard.com* for Curriculum/Faculty, and follow steps 3-6 above. Continuing Education - go directly to *https:/https://bit.ly/gcvlc* for Continuing Education and follow steps 3-6 above.

BLACKBOARD MAY NOT BE AVAILABLE TO NEW STUDENTS UNTIL THE FIRST DAY OF CLASS.

Lab Login

1. Click in the box for user name and type your Self-Service User ID (see Obtaining your Self-Service User Name).
2. Type in your password (see Password Management).
3. Click the ➲ or press enter.

Aviso

1. Go to *gaston.edu*.
2. Click on QUICK LINKS; Under Students click on Aviso
3. Follow steps 3-5 under Student Email.

FAQ

Q. Are all my passwords the same?
A. No. All accounts have the same password except Self-Service. Self-Service has a different password.

Q. Is capitalization important for my login information?
A. Yes, usernames and passwords are case sensitive. If you have issues logging in, check your spelling and capitalization. Self-Service usernames must be lower case.

Q. Can I reset my own password?
A. Yes. Aviso, Blackboard and Student Email allow you to reset your password with the help of the Password Management System (see Password Management). Self-Service allows you to reset your password from within the Self-Service Application. From within the Self-Service login page, click "Forgot my Password?" and follow instructions.

Q. Do I need to set up a student email account?
A. No. After you apply to become a student at Gaston College, a student email account will be created for you. Please see "Student Email" for more login information. Note: Accounts are removed from the system if you have not attended the College in two (2) consecutive years.

Check with your instructor if you have any problems logging into
Student Email, Labs, Aviso or Blackboard.
If you have problems logging into Self-Service,
please check with the Office of Registration & Records.

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