

GSC Student Quick Guide

Information Technology
Department- 678-359-5008
IC-1st Floor Lab



Most Common Student Resources Located:
www.gordonstate.edu
"My Gordon Tab"



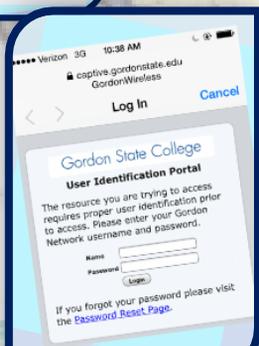
Connecting to Gordon Wifi/Wireless

You will have to reconnect every hour!



Choose "Gordon Wireless" network from Settings

Use your Gordon email username (ie-rs093456) and current password



Gordon State College Email:

Username:
First initial +
Last initial +
Last 6 digits of 929 #
Example: rs093456

Located on the back of your ID



Email address will be:
username@gordonstate.edu

Password

Must be changed every 122 days!

Must have 3 of the following:

- Uppercase letters
- Lowercase letters
- Numbers
- Symbols

Must be at least 8 characters
Cannot contain username

Reset Password Online!

"My Gordon" Tab
"Gordon Email"
"Network Password Reset"

MY GORDON

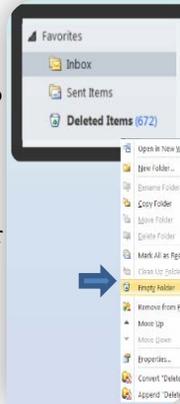
- Log in to Banner Web
- Banner Web Frequently Asked Questions
- Gordon Email
- Network Password Reset

You will use this same username and password to log onto:

- Computers on-campus (network)
- Desire2Learn
- Connecting to wifi

Deleted Emails

Remember to delete the emails from your deleted folder. If your mail is full, you cannot receive new emails.



Sync Your Gordon Email to Your Smartphone using the instructions at:

"My Gordon" tab
"Gordon Email"
"Smartphone Email Setup"

GORDON EMAIL

- Outlook Email Access Instructions
- Gordon Email address
- Smartphone Email Setup
- Spam Firewall User Guide (pdf)
- Email Listserv Commands
- Network Password Reset

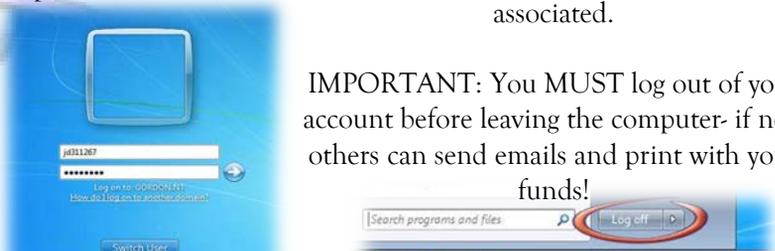
Using Computers On-Campus:

Sign on using Gordon username and current password!

Signed into the network, you can connect to your Gordon email (Outlook)

You can also print because your printing fees are associated.

IMPORTANT: You MUST log out of your account before leaving the computer- if not, others can send emails and print with your funds!

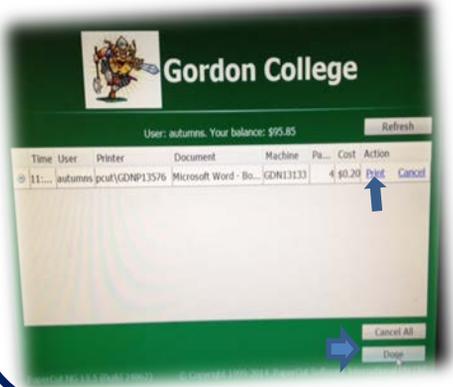


Printing On-Campus:



After selecting "print" on a campus computer, you may need to access a release station.

Sign in using your Gordon username (ie: rs093456) and current password.



Select "Print" and "Done"

Banner Web:

Allows you to:

- Register for Classes
- View Financial Aid Awards
- View Midterm/Final Grades
- View/Request Transcript
- View DegreeWorks
- Request a Change of Major

Access Banner Web:
 "My Gordon" Tab
 First Link Under "My Gordon" Section



Login to Banner Web:

User ID: 929 #

Pin: 6 digit (you devised)



929 is located on front of ID card.

Forgot? Choose "Forgot Pin" and answer security question.



Forgot? Choose "Forgot Pin" and answer security question.

User ID:

PIN:

Question: Enter your 2 digit day of !
 Answer:

DegreeWorks

Within Banner Web choose:

- Student
- DegreeWorks

Program provides guidance as to what classes are needed to complete degree program for your major

Search "DegreeWorks" in Gordon Search Engine to locate training video/doc.

Gordon State College Emergency Response System (GCENS)

Will notify you of weather, emergency, or academic notifications via phone, text, and email.

Frequently Asked Questions

How do I sign up for GCENS?

All students' residence hall phone numbers and their Gordon State College official email automatically added to the GCENS service. To include their cell phone numbers, text messages, and additional email address for Gordon State emergency notification. Faculty and staff are enrolled in the service via their Gordon official email address.

Update Contact Information

If changes occur, make sure to update your #'s and email. You can add parent's contacts as well!

Location:

- "My Gordon" Tab
- "Resources" Section
- FAQ: How do I sign up...
- Update Contact Info.

Download Microsoft Office 365 for Free!

Enrolled GSC students can now download Microsoft Office Products (Office, PowerPoint, Excel, Outlook, etc.) without cost.

Search "Office 365" in Gordon Search Engine to locate instructional webpage.



Note: You must be enrolled to download 365! If you are not taking classes during a semester, you cannot access 365 during that time!

You must login to 365 at least once every 30 days or you will have to re-install/re-verify the program.

GeorgiaView Desire2Learn/BrightSpaces

Some courses (especially online/hybrid courses) may use Desire2Learn to house content or assign/complete activities.

MY GORDON

- [Log in to Banner Web](#)
- [Banner Web Frequently Asked](#)
- [Gordon Email](#)
 - [Network Password Reset](#)
- [Class Schedules and Registrar](#)
- [GeorgiaVIEW Desire2Learn](#)

Access D2L:
 "My Gordon" Tab
 "My Gordon" Section
 "GeorgiaView: Desire2Learn"

Login with:
 Gordon Email Username (ie: rs093456)
 Current Gordon Email Password

To Access D2L Courses:

After Signing into D2L, look under "My Courses" on far right

Note: Not all professors use Desire2Learn at this time- so please ask! (You will still see a course shell in D2L even if it is empty!) You will not be able to see your D2L courses until the first day of classes. Video Training available by searching "GeorgiaView: Desire2Learn" in Gordon Search Engine.