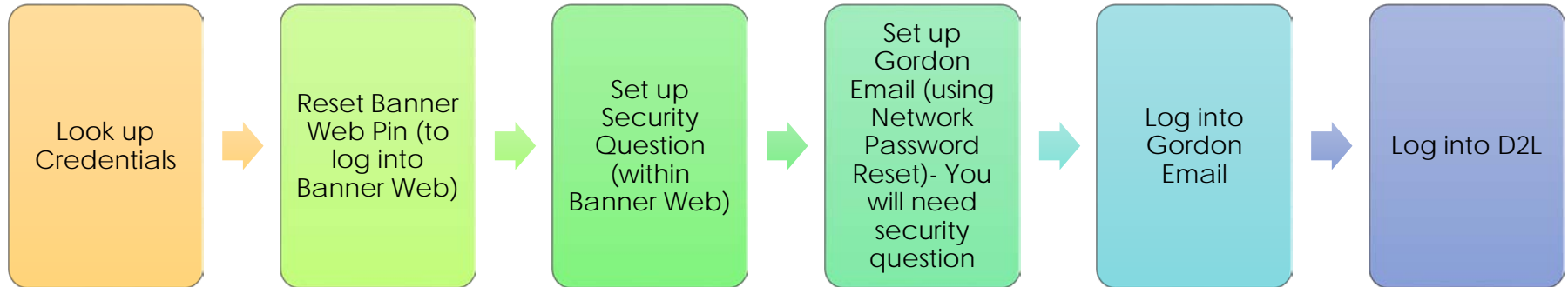


Gordon State College Information Technology Set Up Process for New Hires

How to log into *everything* for the first time:



Step 1: Look up your credentials

You should have two sets of credentials that you will use for most IT services:

Gordon Email (GCID) Username & Password

Used for:

- Gordon Email
- D2L
- My Gordon app
- Office/Classroom Computers

929 Number & Pin

Used for:

- Banner Web

My 929 number is: _____

My GCID (Gordon email username) is:

If you don't know your credentials (your 929 number & Gordon email username), you can look them up:

- www.gordonstate.edu
- My Gordon link (top middle of page)
- Quick Links- "Look up my network username/GCID #"
- You should be able to see your 929 number, email, and Network username

Step 2: Reset Your Banner Web Pin

Now that you know your 929 number, you should be able to set up your Banner Web Pin (which is the password for Banner Web).

- www.gordonstate.edu
- My Gordon Link
- Banner Web Log in
- Input your 929 number. As the pin, input 678359. You should then be prompted to create a new Banner Web pin. This can be ONLY digits.

My 929 number is: _____

My Banner Web Pin is: _____

Step 3: Creating a Security Question

Now that you are logged into Banner Web for the first time, you should be prompted to set up a security question. Type in the question and answer. Make sure to keep up with this information because you will need it every time you reset your Gordon email password.

My Security Question is: _____

My Security Answer is: _____

Step 4: Setting up Your Gordon Email Password

Now that you have your security question in place, you can set up your Gordon email password.

- www.gordonstate.edu
- My Gordon link
- Quick Links- Network Password Reset
- Put in your Gordon username/GCID (don't include the @gordonstate.edu part)
- Answer the Security Question
- Set up a Gordon Email Password
 - Must be at least 10 characters
 - Must include uppercase, lowercase, numbers, symbols
 - Can't have name or username

My Gordon Username is: _____

My Gordon PW is: _____

Step 5: Logging into Gordon Email

Now that you have set up your Gordon email password, you should be able to log into your Gordon email.

- www.gordonstate.edu
- My Gordon link
- Quick Links- Gordon Email
- Choose red "Gordon Email" icon
- Put in your Gordon email (include the @gordonstate.edu part)
- Input Gordon email password

Step 6: Logging into Brightspace by D2L

You will use the same Gordon email username and password to log into D2L. Make sure that you have been assigned classes in Banner Web, however.

- www.gordonstate.edu
 - My Gordon link
 - Brightspace by D2L
 - Username is your Gordon email username (without @gordonstate.edu)
 - Password is current Gordon email password
-
- Courses should be located on the far right under "My Courses"