



GSC Student Technology Quick Guide

Information Technology Department 678-359-5008
Instructional Complex- 1st Floor Lab

Where do I find...

Some of the most common links for students are located on "My Gordon" tab at www.gordonstate.edu



ID Cards

Student ID cards hold two passcodes that students will often use. The front displays their GCID Number (929) and the back shows their Gordon username.



Banner Web



- Accessed from "My Gordon" tab on webpage
 - Students use 929 number and Pin
 - Can choose "Forgot Pin" to reset
- Used for: Registration, Viewing Financial Aid, Changing Majors, Viewing Final Grades, Transcripts

Gordon Email



- Students should check Gordon email daily
- Students' Email Username is on back of ID card
- All emails end with @gordonstate.edu
- Students can access Gordon Email link from "My Gordon" tab



Email Password



- Students must reset their Gordon email password every 122 days. They will use this password to access: Gordon email, Gordon Wireless, Computers on-campus, Brightspace by D2L.
- Passwords should include: uppercase letters, lowercase letters, numbers, symbols
- Link to reset Gordon email password is on "My Gordon" tab, "Network Password Reset"

Keep it Tidy



- Students should delete unwanted emails. They should also empty their deleted folder occasionally to conserve space.
- Students can sync their Gordon email to their devices by following searching for "Smartphone Email Setup" on the webpage

Gordon Wireless



- Students should use their Gordon username (back of ID card) & current Gordon email password to access Gordon Wireless (Wifi)
- Students may also choose to register their device for auto-connection.

Computer Labs



- Computer labs are located in almost every building.
- Students will log into campus computers using their Gordon username and current email password.

Office 365



- Students can download Office 365 for free from the Gordon webpage (search Office 365)
- This includes: Word, PowerPoint, Excel, Outlook, Publisher, etc.
- Mac or PC, Includes Mobile, Download on up to 5 devices

Printing On-Campus



- When students print from a Gordon computer, they will need to login to the release station using their Gordon username and current email password.

GCENS



- Students should sign up for the Gordon State College Emergency Notification System in order to receive texts, calls, and emails about emergencies.
- Search GCENS on the webpage and update information using Gordon username and current email password.

Brightspace by D2L



- Students may use D2L in conjunction with their courses.
- The link is located on the "My Gordon" tab
- Login with Gordon username and current email password
- Students won't see classes in D2L until the first day