Information Technology Department

Instructional Complex Building
1st Floor Lab
678-359-5008

*Please leave name, 929 number, call back number, and request
Finding your credentials

1. My Gordon Link
2. Quicklinks
3. Lookup My Network Username/GCID
4. Input security Information

You will need:
GCID/929 Number
Gordon Network/Email Username/GCID
Gordon Email Address
Logging in

Front of ID Card
- Banner Web

929 Number & Pin

Back of ID Card
- Gordon Email
- Computers on-campus
- Gordon Wireless
- Brightspace by D2L
- eRezLife (Housing)

Network Username & Password
Banner Web

What can I do in Banner Web?

• Accept Financial Aid
• Pay online
• View your schedule
• Apply for Housing (eRezLife)
• Request Transcripts
• Register for Classes
• Set up FERPA code
• DegreeWorks

Steps:
• Scroll to bottom of Gordon website
• Choose “Banner Web”
• User ID: **929 number**
• Choose “Forgot Pin”
• Answer Security Question
• Reset Pin (numbers only!)
FERPA

Why do I need to set up a FERPA code?

If anyone other than you needs to speak to a Gordon employee about your record (financial aid, payments, grades, etc.), they will need a FERPA code.

Steps:
• Log into Banner Web
• “Student”
• “FERPA”
• Accept the terms
• Input a 4 digit code
• Give the code to the person who needs to speak for you
Gordon Email

Steps:
• My Gordon
• Network Password Reset
• Input Gordon Username (don’t include @gordonstate.edu)
• Answer Security Question
• Reset Password

The first time you log into your Gordon Email, you will need to set up your password.

Example of Gordon username: as123456

Password must be:
• 10 Characters
• Uppercase, lowercase, numbers, &/or symbols
• Cannot include name or username
• Make sure you see confirmation message
Gordon Email

Steps:
• Bottom of Gordon Website
• Gordon Email link
• Gordon email example: as123456@gordonstate.edu
• Input password

- Include @gordonstate.edu when logging into your email
- Consider syncing your email to your device:
  - My Gordon
  - Gordon Email
  - Smartphone Email Setup
- Check your Gordon email everyday!
Gordon Email

Steps:
• Log into email
• On left side, right click “deleted items”
• “Delete All”

• Make sure to occasionally empty your deleted folder
• Deleted items take up space in your email
• Once your email is full, incoming mail bounces back to the sender
Gordon Wireless

Steps:
- Go to device settings
- Choose Gordon Wireless
- Copy MAC address
- Choose to register device
- Log in with Gordon email username & password
- Paste in Mac Address
- Disconnect & wait 2 mins
- Reconnect

- Choose to register device in order to auto-connect
- You can register up to 3 devices
- Make sure you have set up your Gordon email password first
Office 365

Don’t buy Microsoft Office!

- Download it for free!
- Up to 5 devices!
- Mac and Mobile!
- Download after the 1st day of class
- Can only use during terms you are enrolled

Steps:
- Search “Office 365” in website search bar
- Click the link to begin the download
- Log in with your Gordon email and password
- Choose to “install office” in upper right corner
Computer Labs

Steps:

- **Logging in**: Use Gordon email username (don’t include @gordonstate.edu) & email password
- **Logging out**: Make sure to “Log off” when you leave

Don’t save to the Desktop or My Documents area on lab computers!

Instead, consider saving:
- Personal Flashdrive
- OneDrive
  - Log into Email
  - Choose waffle in upper left
  - Choose OneDrive
  - Choose to Upload file

You can use Microsoft Office online there too!
• You won’t be able to log in until you are registered for classes (for the first time)
• You won’t see your classes (in the “My Courses” widget) until the 1st day of class
• Go into the course and choose “Content” on the navigation bar

Steps:
• Bottom of website
• Brightspace by D2L
• Username: Gordon email username (do not include @gordonstate.edu)
• Password: Gordon email password
Resources

New Student Orientation Materials:
• Bottom of Website
• Departments
• Information Technology

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