



MyGCC Login Instructions

Blackboard, Student Email, Student Information System (SIS)

New Users

To establish a password for all GCC online systems (Blackboard, SIS and Student Email), first-time users should go to myGCC at <http://gcc.my.vccs.edu> and click the ***New to your college? Look up your username and set your password*** link:

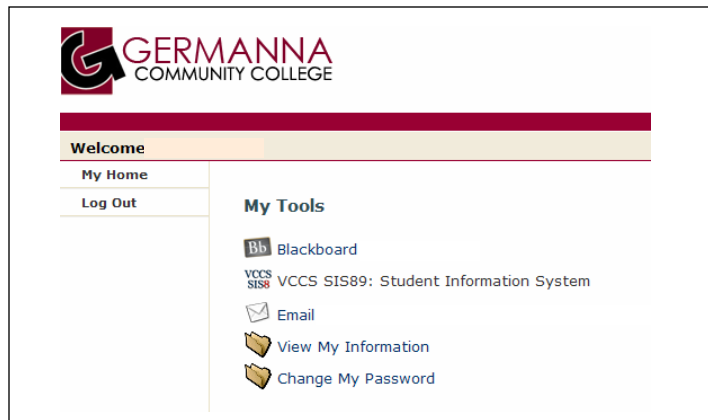
Follow the directions provided by the Password Wizard. You will be asked for your first name, last name, date of birth (mmddyy) and your SSN. Once logged in, you will be asked to set up a password using the following criteria:

- Must contain 7-10 characters
- Must contain at least 1 upper case letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number

Set up a security question and answer. The security question/answer will allow you to reset your password if you should forget it later, but keep in mind the answer to your security question is case-sensitive and will need to be answered exactly as you establish it during the set-up.

You will know you have successfully set up your password when you receive a "Change Successful" confirmation message upon submission. You will also

receive your **VCCS username** and **EMPLID** (student ID number). If the set-up was not successful, you will be sent back to the log in page and will have to begin again.



After establishing your User Account, log into myGCC (<http://gcc.my.vccs.edu>) to access all GCC online systems such as Blackboard, SIS and Student Email, or to edit user account information.

Forgotten Usernames and Passwords

If you have forgotten your username and/or password, please go to myGCC (<http://gcc.my.vccs.edu>). Click the ***I Cannot Access my Account*** link and use the provided tools for username and password recovery. Pay close attention to birth date format requested (mmddy). If you still cannot remember you password, contact the GCC Student Help Desk with your **EMPLID** and request a password reset: studenthelpdesk@germanna.edu /540-891-3077.

