

USE myGCC TO ACCESS:

- Blackboard
- Student Information System (SIS)
- Student Email
- Library Services
- Human Resources System (HRMS)

Using a Common Username and Password

My Username

My Password

New to your college? Look up your username and set your password.

I cannot access my account.

Where can I register off campus?

Any computer that has access to the Internet can be used!

Where can I register ONLINE on campus?

To register online at the college, visit one of the Academic Computing Centers (ACC) listed below.

- Fredericksburg Area Campus** - 540-891-3009 - Room 220
- Locust Grove Campus** - 540-423-9145 - Room 204
- Daniel Tech. Center** - 540-937-2922 - Room 206
- Stafford County Center** - 540-288-8846

For more information about the ACC go to www.germannna.edu/acc

To register in-person please see **Admissions & Records** at any campus.

How can I get additional assistance?

Look online on the **Student Resource Page** for help at www.germannna.edu/studentresources.

What should I do prior to enrolling in a class?

- Be sure that you have completed any required placement testing.
- Be advised by a college advisor if you are a new degree student.
- Plan your schedule.
- Write the Class Numbers and other information down for a quick reference while using SIS.



Admissions and Records Office
 Locust Grove - (540) 423-9122
 Fredericksburg - (540) 891-3020

myGCC Quick Guide

How to:

- Log into myGCC
- Find your Username & Student ID
- Reset your Password
- Register for Classes
- Search For Classes
- Pay for Classes
- Drop Classes
- View your Class Schedule
- Request or View Transcripts
- View your Financial Aid Status
- View your Grades
- View a Degree Progress Report
- Apply for Graduation

What is myGCC?

myGCC is your window to online services at Germanna Community College and any other Virginia Community College. You can access the Student Information System (SIS), Blackboard, and Student Email using a common username and password. Germanna's **Student Resources** page (www.germannna.edu/studentresources) is the place to come with questions you have about using online systems at Germanna.

Who can enroll online?

- Continuing students who have enrolled within the past three years in good academic standing who have no debts to the college or other holds.
- New degree students who have completed the required Compass testing and/or have met with a college advisor.

What information do I need to register online?

- Your Username and Password. You will need your Social Security number and date of birth to locate your username.
- The list of classes you want to register for.
- To pay online, use your Master Card, Visa or AmEx.

How do I get my Student ID & Username?

1. Go to **www.germannna.edu**.
2. Click on **myGCC** in the page header.
3. Find **Student ID & Username**.
4. Enter the required information.
5. Set your password information, if prompted to do so.
6. Your **user name**, **student ID** and **email** will be listed.
7. The initial password is your 6-digit birth date in the format "MMDDYY" (i.e. 060480 for June 4, 1980).

How do I find or reset my Password?

1. Go to **www.germannna.edu**.
2. Click on **myGCC** in the page header.
3. Click **Set Your Password**.
4. Enter your name, 6-digit birthday (MMDDYY), and a social security number.
5. If prompted, answer security questions.
6. Enter a new password and security question (select on the Standard Security Questions provided).
7. Click **Next**.

SIS - Student Information System Quick Guide

How do I Start?

Go to the Germanna web site www.germanna.edu

Click on **myGCC**

Log in to **myGCC**

Select **SIS** from the Menu

Click **SELF SERVICE**

Click **STUDENT CENTER**

How do I check for open classes? Click Student Center

1. Click **SEARCH**
2. Choose **Institution** and **Term**.
4. Enter at least two search criteria (*Course Subject and Course Number*).
5. Click **SEARCH** or click **ADDITIONAL SEARCH CRITERIA**.

*Note: If a box appears with a message, click **OK**.*

How do I register for classes? Click Student Center

1. Click **ENROLL**.
2. Select **Term**.
3. Search for Classes click **SEARCH**
*Note: If you know the **Class Nbr** type it and click **ENTER**. If not, click **Class Search & then Search** fill in the necessary class information.*
4. Click **Select Class**
5. Click **NEXT** (*it will be added to the shopping cart*).
6. Click **PROCEED TO STEP 2 OF 3**.
7. Click **FINISH ENROLLING**.

How do I drop classes? Click Student Center

1. Click **ENROLL**
2. Click **DROP**
3. Click **TERM** and then **CONTINUE**
4. Select courses to be dropped.
5. Click **DROP SELECTED CLASSES**.
6. Click **FINISH DROPPING**.
7. Verify your schedule by clicking on **MY CLASS SCHEDULE**.

How do I pay for classes? Click Student Center

1. Click **MAKE A PAYMENT**.
2. Enter Credit Card (*Visa, Master Card or AmEx only*).
3. Click **NEXT**.
4. Click **PAY CHARGES** to pay for all classes OR pay charges individually.
5. Click **NEXT**.
6. Click **SUBMIT**.
7. See web site for more options.

How do I check my Financial Aid status? Click Student Center

1. View your "To Do List" located in the right column for required documents.
2. Turn in required documents ASAP.
3. Click **VIEW FINANCIAL AID** on the left side under **FINANCES/ FINANCIAL AID**

How do I find my advisor? Click Student Center

1. In the far right column your Advisor's name will be listed.
2. Click **DETAILS** to view more information.

How do I view my class schedule? Click Student Center

1. Click **MY ACADEMICS**
2. Click **ENROLL**
3. Click **MY CLASS SCHEDULE**
4. Select **Term** and click **CONTINUE**

How do I request an official transcript? Click Student Center

1. Choose **OFFICIAL TRANSCRIPT** from the drop-down box on the left under Academics & click the **>>** button.
2. Choose **Germanna Community College**.
3. Under Address Information fill in the full address where you would like the Transcript sent.
4. Click **SUBMIT**.

How do I view an unofficial transcript? Click Student Center

1. Choose **UNOFFICIAL TRANSCRIPT** from the drop-down box from the drop-down box on the left under Academics & click the **>>** button.
2. Choose **Germanna Community College**.
3. Choose **UNOFFICIAL TRANSCRIPT** beside **Report Type**.
4. Click **GO**.

How do I view an ACADEMIC REQUIREMENT REPORT? Click Student Center

1. Click **MY ACADEMICS**.
2. Choose **VIEW MY ADVISEMENT REPORT**.

How do I check my grades? Click Student Center

1. Click **MY ACADEMICS**.
2. Click **VIEW MY COURSE HISTORY**.

How do I apply for graduation? Click Student Center

1. Choose **APPLY FOR GRADUATION**.
2. Choose **PROCEED WITH MAKING APPLICATION**.
3. Follow prompts.
4. Print out confirmation page.