Access the **myGGC** Portal Login Page

The **myGGC** portal login page (http://my.ggc.edu) contains links to GGC’s programs and services. The steps below are covered in more detail in the following pages of this guide.

1. **myGGC URL:** http://my.ggc.edu

2. **Banner:** Access Banner through the *Banner Login Page* link or the *Banner* link at the bottom of the page. You will use a PIN to log in.

3. **Get Your Username and Password:** Set your password through the *myGGC Grizzly Password* link or the *Password Change/Reset* tab.

4. **myGGC Portal:** Log into myGGC with your **GGC user name and password**.

5. **Desire2Learn:** Desire2Learn (D2L) is GGC’s learning management system. Log in through the *Desire2Learn* link at the bottom of the page.

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**Additional Resources:**

- **Technical questions/problems:** Submit a help desk ticket through the *For Help* link.

- **Get Involved!** Learn more about events around campus through the *Get Involved* link at the bottom of the page.

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*Note*

You will use a PIN to log in to Banner. You will use a password to log in to myGGC.
2 Log into Banner

**Banner** is our student information system.

1. Open a browser window to **myGGC** at http://my.ggc.edu.
2. Click the **Banner Login Page** link or the **Banner** link at the bottom of the page.
3. Log into Banner using your **9000xxxxx** number and Banner PIN.

**Banner Login?** Log into Banner with your 9000xxxxx number and Banner PIN.

3 Get Your GGC User Name and Password

1. Log into Banner as above. Navigate to Personal Information, then View E-mail Addresses. You GGC username is your GGC email address before the @ggc.edu.
2. Open another browser window to **myGGC** at http://my.ggc.edu.
3. Click the **myGGC Grizzly Password** link or the **Password Change/Reset** tab.
4. Click the **I do not know my current myGGC password...** option.
5. Enter your Banner ID, home zip code, birth date, and GGC email account. Compare data to your Banner account.
6. Enter your desired password twice.
7. Click **Submit**.

**How do I use my GGC user name and password...?**

...to log into myGGC, Claw Mail, Desire2Learn, wireless, campus computers

4 Log into **myGGC**

1. Open a browser window to **myGGC** at http://my.ggc.edu.
2. Enter the **GGC user name** and the **password** you created in **Step 3**, above.
3. Click **Login**.

**What is myGGC?** The **myGGC** portal contains important information and helpful links. Please take a look around!

**Need technical help?**

Contact the GGC Technology Helpdesk:

**Location:** Building A 1040
**Phone:** (678) 407 - 5611
**Online:** http://helpdesk.ggc.edu (submit a ticket)
5 Log into Desire2Learn (D2L) and View Courses

Desire2Learn (D2L) is GGC’s learning management system.

1. Access the myGGC portal login page (http://my.ggc.edu).
2. Click the Desire2Learn link at the bottom of the page.
3. Log into D2L with your GGC user name and password.
4. In D2L, locate the My Courses module on the top, left side of the page. Your courses are listed in this module.

I don’t see my courses in Desire2Learn?

You may not see your courses until a day or two before classes begin. If your course does not show up by the time classes begin, notify your professor.

6 Check and Test Your GGC Claw Mail Email

1. Log into myGGC (http://my.ggc.edu) using your GGC user name and password.

   Note: You can also access Claw Mail directly at this URL: clawmail.ggc.edu

2. On the Welcome tab, look for the Quick Links on the left.
3. Locate and click the GGC Claw Mail Login link.
4. Log into Claw Mail with your GGC email address [username@ggc.edu] and your GGC password.

   Your GGC email address [username@ggc.edu]
   Your GGC password

Clawmail account will not work immediately after changing your GGC password. Please allow 2 hours for account to receive the new password.
7. Access the GGC Technology Web Site

1. Access the myGGC portal login page (http://my.ggc.edu).
2. Log in with your GGC user name and password.
3. From the menu along the top of the page, select GGC Technology.

Services and resources on the GGC Technology web site:

| A | Register for RAVE alerts: To register for GGC’s RAVE alert system, click the Campus Alert System link. |
| B | Connect to GGC’s wireless network: For detailed instructions to connect to GGC’s wireless network, click the GGC Technical Documentation link. |
| C | Submit a technology helpdesk ticket: To submit a technology helpdesk ticket, click the Technology Helpdesk link. |

A. Register for RAVE Alerts

Be sure to register for the RAVE alert system to receive text messages, phone calls, and/or emails about campus alerts.

1. Log into myGGC and select GGC Technology from the menu.
2. On the GGC Technology web page, click the Campus Alert System icon.
3. The Campus Alert System (RAVE) page contains more information about campus alert services with links to sign up for services. When you click a link, sign in with your GGC user name and password to sign up.

B. Connect to the GGC Wireless Network

Instructions to connect different computers and devices to the GGC wireless network can be found in GGC Technology web site.

1. Select GGC Wireless from you list of available wireless networks.
2. Log in with your GGC user name and password.
3. If you receive a pop up for security, select connect.
Submit a Technology Helpdesk Ticket

If you experience technical difficulties with any GGC computer system, computer, or with your GGC user name and password, you can submit a ticket to the GGC Technology Helpdesk online using Footprints:

1. Log onto myGGC and select GGC Technology from the menu.
2. On the GGC Technology web page, click the Technology Helpdesk icon.
   OR
   Open a browser and go to the GGC Helpdesk at https://helpdesk.ggc.edu/.
3. Click the Home button and log in using your GGC user name and password.
4. Review the Knowledge Base to see if your problem already has an answer.
5. Click New Request.
   A New Request form opens in a new browser window.
6. Fill in all required fields, which are indicated by red text.
7. Click the Save button in the top, left corner of the New Request form.