



To sign in to the Student Portal:

- Go to **www.centralgatech.edu**, find the **Student Log In** section on the home page, and click on the **Student Portal** icon.
- User name: Your CGTC student username (usually your first initial, last name, and a number; *example: jsmith1*)
Password: Your birthday in MMDDYY format
(*Example: If your birthday is January 1, 1985, your pin will be 010185*)
- Click the **Login** button

To navigate the Student Portal:

Portal Home		
Forms	<	<i>Click the < to expand the menu and see more options</i>
BannerWeb		Takes you to BannerWeb (see <i>Student Technology Guide</i> for more information)
Certificate Application		Apply to receive your degree/diploma/certificate once requirements are met
Change Program		Online form to change your program of study
Drop Class(es)		Online form to drop classes
Enrollment Verification		Online form to send proof of your college enrollment
FERPA Release Form		Allow others to access your student info and take care of college business for you
Graduation Application		Apply for graduation and sign up to walk in the graduation ceremony
HOPE Scholarship Evaluation		Find out if you are eligible to receive the HOPE Scholarship or Grant
Progression Form		Apply for selection to a competitive health sciences program
Transient Request		Apply to take classes at another college while you are still a student at CGTC
Resources	<	<i>Click the < to expand the menu and see more options</i>
ALFAA Sample Form		Checklist that your advisor will follow when you meet each semester
BannerWeb		Takes you to BannerWeb (see <i>Student Technology Guide</i> for more information)
BlackBoard Learn		Takes you to Blackboard Learn (see <i>Student Technology Guide</i> for more information)
BlendFlex Courses		Get software that you will need if you are taking a BlendFlex class
Career Services		Takes you to the web page for the Office of Career Services
CGTC Email		Takes you to MyMail, where you can check your student email
CGTC Helpdesk		Access the CGTC Knowledge Base for answers to frequently asked questions
CGTC Homepage		Takes you to the home page of CGTC's website
ClassFiles Directory		Your instructor may use this to share files and information with the class
GALILEO		Access thousands of articles to help with research papers and assignments
Library		Access the library's online catalog of available books and resources
MSDS Online		Access online library of Material Safety Data Sheets for chemicals
SMARTHINKING		Access online tutoring that is available 24 hours a day/7 days a week
Contacts		List of helpful telephone numbers for departments at CGTC
Log Out		Signs you out of the Student Portal