

To access the different student technology systems at CGTC, go to www.centralgatech.edu, find the **Student Log In** section on the home page, and click the icon for the system that you would like to use. Follow the steps below for each system:



You will use BannerWeb for:

- **Registration:** Sign up for classes, drop classes, see your class schedule
- **Student Records:** Check your grades, access your transcript, check the status of any holds that may be on your account, see charges and payments on your account
- **Financial Information:** Review the status of your financial aid, check the status of financial aid documents that you may need to submit
- **DegreeWorks:** See how close you are to graduating, view notes from your advisor

To open BannerWeb:

- Click **Enter BannerWeb**
- **User ID:** Your CGTC student ID number (**see note below*)
- **PIN:** Your birthday in MMDDYY format
(*Example: If your birthday is June 1, 1985, your BANNERWEB pin will be 060185*)
- Click the **Login** button



You will use Blackboard for:

- Access to your online class, including syllabus, lessons from your instructor, grades, class assignments, class calendar, and other information about your class

To open Blackboard:

- **USERNAME:** 35_ CGTC student ID number (**see note below*)
(*Example: If your CGTC student ID is 910123456, your Blackboard username will be 35_ 910123456*)
- **PASSWORD:** The first time you log in, your Blackboard password will be the same as your Blackboard USERNAME; you will have a chance to change your password to whatever you want
- Click the **Login** button



You will use myMail to:

- Read emails sent to your student email account (*check your student email at least once a week for important announcements and information!*)
- Send emails from your student email account

To open myMail:

- **User name:** Your CGTC student email address (**see note below*)
(*Example: jsmith1@student.centralgatech.edu*)
- **Password:** Your birthday in MMDDYY format
(*Example: If your birthday is June 1, 1985, your myMail password will be 060185*)
- Click the **Sign in** button



You will use the Student Portal to:

- Access forms to change programs, drop classes, and more
- Link to other online resources such as the CGTC Helpdesk and Career Services
- See important news and announcements

To open the Student Portal:

- **User name:** Your CGTC student username (**see note below*)
(*Example: if your name is John Smith, your CGTC student username might be jsmith1*)
- **Password:** Your birthday in MMDDYY format
(*Example: If your birthday is June 1, 1985, your Student Portal pin will be 060185*)
- Click the **Login** button



More Technology Resources



Computers for student use:

- Computers in classrooms, computer labs, the Academic Success Center, and the Library can be used by students to complete their classwork

To use computers:

- **User name:** Your CGTC student username (**see note below*)
(Example: if your name is John Smith, your CGTC student username might be jsmith1)
- **Password:** Your birthday in MMDDYY format
(Example: If your birthday is June 1, 1985, your password to sign in to computers will be 060185)
- Click the arrow button next to the password box



MyMathLab, MyReadingLab, MyWritingLab, etc...:

- Some classes use Pearson MyLab™ online software for assignments, tests, and more

To access MyLab™ software:

- Your textbook should include a code that will give you access to the online materials
- Your instructor will give you instructions for how to use the code and find the software online



Microsoft Office 365:

- Students at CGTC can download popular Microsoft Office 365 software such as Word, Excel, and PowerPoint at no cost

To download your software:

- Go to www.centralgatech.edu >> Click on **Current Students** >> Click on **Technology and Student Services** >> Click on **Office 365**
- Enter your CGTC student email address in the space provided and click the **Sign Up** button
- Check your CGTC student email for an email with instructions from Microsoft



How-to videos to help you succeed at CGTC:

- Watch how-to videos about registering for classes, checking your financial aid status, withdrawing from class, and more.

To access YouTube videos:

- Go to www.centralgatech.edu/carecenter >> Click on the playlist icon (☰) in the top left corner of the video
- You can also access the videos by going to www.youtube.com/user/centralgeorgiatech

* Your student ID number was included in the welcome letter that CGTC mailed to you. Your student username and email address will be set up once you sign up for classes.

Need More Help? No Problem!



Choose the option that works best for you:

- View technology resources online by going to www.centralgatech.edu >> Click on **Current Students** >> Click on **Technology and Student Services**
- Reference the CGTC Knowledge Base at <https://kb.centralgatech.edu> for answers to frequently asked questions.
- Call the CGTC Communications Center at (478) 988-6800 or the IT Helpdesk at (478) 757-3519.
- Visit the CARE Center

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