To look up your user name, password, email address, and student ID number:
1. Go to the Student Portal and click Forgot Student ID Number, User Name, or Email Address? under the green login button
2. Enter your information on the Account Lookup form and click the Lookup! button
3. Your info will show in a green box at the top of the screen

BannerWeb
- Sign up for classes
- Drop classes (within first three days of semester)
- See your class schedule
- Check on financial aid and see your award amount
- See charges and payments
- Update your contact information
- See your grades and unofficial transcripts

How to sign in to BannerWeb:
1. Click Enter BannerWeb
2. Type your User Name and Password in each box
3. Click the Sign In button

Blackboard
- Access your online, hybrid, or web-enhanced class
- See the syllabus for each class
- See your class schedule, assignments, and messages
- Check your grades for each assignment

How to sign in to Blackboard:
1. Click the Blackboard Login Here icon
2. Type your User Name and Password in each box
3. Click the Sign In button

New students will have access to Blackboard within 12 hours of signing up for a Blackboard class; existing students will have access to Blackboard as soon as they sign up for a Blackboard class. Students will not see their classes in Blackboard until the first day of class.

Degree Works
- See a list of classes that you must take for your major
- Check your plan and progress towards graduation (to view your plan, click the Plans tab)
- Read notes from your advisor, including the alt PIN that you will need to sign up for classes
- View your academic standing and GPA

How to sign in to Degree Works:
1. Click Enter BannerWeb
2. Type your User Name and Password in each box
3. Click the Sign In button
4. Once you are logged into BannerWeb, click Student Services, then click Degree Works

Student Email
- Stay up to date on activities, deadlines, and more
- Learn about scholarships and other resources
- Email your instructors and advisor

How to sign in to your student email:
1. Type your full student email address in the box (ex: jdoe1@student.centralgatech.edu)
2. Click the Next button
3. Type your Password in the box
4. Click the Sign in button
5. Follow the instructions to complete the setup process

Student Portal
- Find out who your advisor is
- Email your advisor and instructors
- Print your schedule
- Apply for graduation
- Access forms and link to other resources
- Request a change of email address

How to sign in to the Student Portal:
1. Type your User Name and Password in each box
2. Click the Login button

To use any technology resource (other than the mobile app), go to www.centralgatech.edu, click the name of the resource that you want to use (at the top of the home page), and follow the instructions below to sign in. Your user name is usually your first initial, last name, and a number (ex: jdoe1) and your password is your date of birth in MMDDYY format (ex: 010685) unless you have reset it or changed it to something else. Your user name and password will be active and you will have access to the resources below within 48 hours after signing up for classes.
Frequently Asked Questions

What if I have forgotten my password?
You can reset your password in the Student Portal.
1. Go to the Student Portal
2. Click Reset Password? under the green Login button
3. Complete ALL fields on the password reset form
4. Click the Reset Password button (once you reset your password, we recommend that you change it to something else)

If you reset your password, it will reset your password for BannerWeb, Blackboard, the Student Portal, student email, the mobile app, and computers at CGTC.

How do I change my password?
You can change your password in the Student Portal.
1. Go to the Student Portal
2. Type your User Name and Password in each box
3. Click the Login button
4. Click Change Network Password (top left corner of screen)
5. Complete ALL fields on the change network password form
6. Click the Reset Password button

If you change your password, it will change your password for BannerWeb, Blackboard, the Student Portal, student email, the mobile app, and computers at CGTC.

What does MMDDYY mean?
This stands for MonthMonthDayDayYearYear. For example, if you were born on October 4, 1985, your date of birth in MMDDYY format is 100485.

How can I find out who my advisor is?
You can find the name of your advisor in the Student Portal and Degree Works (make sure that you are on the Worksheets tab in Degree Works). You can email your advisor through the Student Portal. To email your advisor directly from the Student Portal, click your advisor’s name and an email window will pop up.

I need help! What can I do?
• Contact the Communications Center at (478) 988-6800.
• Visit www.centralgatech.edu/studenttech for technology information.
• For questions about student technology other than Blackboard, send an email to info@centralgatech.edu.
• If you are having problems with your class in Blackboard, email your instructor for help first. If you have not received a response in 24 hours, email online@centralgatech.edu.

Acceptable computer and internet use
Access to technology resources at CGTC is a privilege and not a right. In order to use any of CGTC’s technology services, including computers and internet services, you must abide by the acceptable computer and internet use guidelines outlined in the catalog, which is available online at www.centralgatech.edu/catalog.

Emails, files stored on College computers, and computer usage are NOT private; all usage is monitored for compliance with applicable laws and policies and may be reviewed by College administrators and authorized law enforcement officials. For a list of uses that are NOT permitted, view the Acceptable Computer and Internet Use section of the catalog.