

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.

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

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**

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.

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

CGTC Mobile App

- Sign up for classes
- View your balance and make payments
- See important notifications
- View your schedule

How to sign in to the CGTC Mobile App:

1. Install the mobile app from the Apple App Store or Google Play Store (*search for CGTC Mobile*)
2. Search for the **Sign In** button in the menu
3. Type your **User Name** and **Password** in each box
4. Click the **Sign In** button

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

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.

Office 365

CGTC students have **FREE** access to Microsoft software including Word, Excel, PowerPoint, and Outlook.

Using Office 365

1. Go to portal.office.com
2. Type your **full student email address** in the box
3. Click the **Next** button
4. Type your **Password** in the box
5. Click the **Sign in** button

To download Office 365 to your computer, click **Install Office 2016** at the top of the screen.



Computers at CGTC

Students can use computers in computer labs, the Academic Success Center, and the Library.

To use a computer on campus

1. Type your **User Name** and **Password** in each box
2. Click the arrow button next to the Password box

To save your work

Students may save their classwork and education-related documents/files to their J Drive (accessible on campus only) and/or OneDrive (accessible anywhere with an internet connection). Personal files such as photos, songs, videos, illegal content, and anything that is not CGTC-related may be deleted without notice. For complete information, visit www.centralgatech.edu/studenttech.

J Drive

1. Login to a CGTC computer
2. Double-click the Computer icon on the computer desktop
3. Double-click on your J Drive in the Network Location section

OneDrive

1. Go to portal.office.com
2. Type your **full student email address** in the box
3. Click the **Next** button
4. Type your **Password** in the box
5. Click the **Sign in** button
6. Click OneDrive in the Apps section