

As an Online Student, the following tasks are YOUR responsibility:

TASK	WHEN?
<p>Access your <a href="#">college email account</a>            Please note: there is up to a 1-hour delay after you are admitted to the college before you will have access to your college email and Blackboard accounts.  <a href="#">Need help?</a></p>	Any time before start of semester
<p>Visit the <a href="#">CGTC Distance Education website</a> to learn more about the CGTC Distance Education program and Blackboard.</p>	Any time before start of semester
<p><b>If you are NEW TO BLACKBOARD</b>, consider stopping by the Academic Success Center for an Orientation or schedule in advance.            Also available: <a href="#">Blackboard Getting Started Guide for Students</a> and a <a href="#">Blackboard Tour</a>            A self-guided Online Orientation will be available once you login to Blackboard.</p>	Any time before start of semester
<p><b>If you are new to ONLINE LEARNING</b>, please <a href="#">complete the SmarterMeasure</a> Assessment</p> <ul style="list-style-type: none"> <li>▪ This assessment is a tool to help you determine if online learning is a good fit for you.</li> <li>▪ The username and password for the assessment are: Username: cgtc Password: student</li> </ul>	Any time before start of semester
<p>Obtain the books, software, and/or other materials required for your course. Prior to purchasing materials anywhere other than the CGTC Bookstore, contact your course instructor to verify requirements.  <i>If you are unable to obtain the books, software, and/or other materials required for class, please contact your instructor.</i></p>	Any time before start of semester
<p><b>Blackboard Login Directions:</b></p> <ul style="list-style-type: none"> <li>▪ Open <a href="#">Blackboard</a></li> <li>▪ Click/Select the “Blackboard Login Here” logo</li> <li>▪ A login page will open</li> <li>▪ Enter your CGTC username and password</li> </ul> <p><b>User Name:</b> Your CGTC student username (the part of your student email address before the @ sign)  <b>Password:</b> If you do not know your password, you will need to <a href="#">reset your password</a>.</p> <ul style="list-style-type: none"> <li>▪ Click “Sign In.”</li> </ul>	Any time before start of semester

TASK	WHEN?
<p>The username and password are the same username/password used for your BannerWeb, Student Portal, Gateway, and CGTC Network account. (Your username is the first part of your CGTC Student email address, before the @. For example if your email is jtitan@student.centralgatech.edu, your username is jtitan).</p> <p><a href="#">Look Up Your Username</a></p> <p><a href="#">Need to reset your password?</a> (Please note, this will reset your password for all CGTC Student Resources including student email, BannerWeb, Student Portal, and the college network).</p> <p>If you still cannot login, please contact our Customer Communications Center at 478-988-6800 (Press 1).</p>	
<p>Please note:</p> <ul style="list-style-type: none"> <li>▪ You will not see your courses until the first day of the course. You can check course start dates in <a href="#">BannerWeb</a>. Not all courses start on Day 1 of the semester.</li> <li>▪ If you do <u>not</u> see one (or more) of your courses, please verify your course schedule using <a href="#">BannerWeb</a> or through your advisor, then contact your advisor and the instructor for the course. If you need additional assistance, please contact the Customer Communications Center at 478-988-6800 (Press 1).</li> </ul>	
<p>Check your <a href="#">student email</a>.</p> <ul style="list-style-type: none"> <li>▪ Your instructor will send a course welcome message to your CGTC account <i>the first day of the semester</i>.</li> </ul>	<p>First day of semester (and often during semester)</p>
<p>Access your course(s) and review the course site, including the syllabus and schedule.</p>	<p>By midnight, the 7<sup>th</sup> day of the semester</p>
<p>Access your course(s) and <b>complete the required first assignment</b> (in each course) to remain on the roster.</p> <p><b>Students who do <u>not</u> complete the first assignment by the due date will be removed from the course roster.</b></p>	<p>By midnight, the 7<sup>th</sup> day of the semester</p>
<p>Complete activities and assignments as required in the course.</p>	<p>Ongoing</p>

If you have *any* trouble with Blackboard or your course before or during the semester, please contact your [course instructor](#).

Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, national origin, gender, age or disability. The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of Conduct, Appeals & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone: (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.