

To access student technology resources, go to www.centralgatech.edu, and click **Single Sign-On** at the top of the page. Once you log in to the Single Sign-On portal, you will be able to select the technology resource you wish to use without the need to sign in again. To use Single Sign-On, you must set up **Multi-Factor Authentication**. You will need your CGTC **student email address** and **password** to login:

New Students:

Once you're accepted to the college, you should receive an email to the personal email address you provided with your application. This email will include your student credentials and information on how to reset your password.

To look up your email address and student ID number:

1. Go to the CGTC homepage and click **Student Portal** in the top of the page.
2. Click **Forgot Student ID Number, User Name, or Email Address?** under the green login button.
3. Enter your information on the Account Lookup form and click the **Lookup!** button.
4. Your info will show in a green box at the top of the screen.

To reset your password (if you are a new student or have forgotten your password):

1. Click **Student Portal** on the CGTC homepage and click **Reset Password?** under the green login button.
2. Enter your information on the Password Reset form and click the **Reset Password** button.
3. Your new randomly generated password will show in a blue box at the top of the screen.
4. Once you reset your password, you should change it to one that you can remember! Log into the **Student Portal** with the generated password and then click **Change Network Password** in the menu to the left.

Set up Multi-Factor Authentication (MFA)

1. Click the Single Sign-On link at the top of the CGTC homepage
2. Enter your college username (student email address) and password
3. Click Sign In
4. Choose an option for MFA set up and follow the prompts

It is recommended that you set up multiple options for MFA. You should use your own phone number to ensure access. CGTC technology resources cannot be accessed without MFA. For specific instructions related to the MFA process for single sign-on, go to cgtc.io/SSOguide.

Log in to Single Sign-On to Use CGTC Technology Resources

1. Click the Single Sign-On link at the top of the CGTC homepage
2. Enter your complete student email address (including the **@student.centralgatech.edu** part) in the username box, type in your password, and click Sign In

Once you access Single Sign-On, you will have access to many academic and technology resources offered for CGTC students. Click the icon for the tool you wish to access and you will be automatically linked to the resource without the need for additional log in. To understand the resources available to you in the Single Sign-On home page, see the back/next page of this guide.



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 to proceed

To save your work

Students may save their classwork and education-related documents/files to their Microsoft 365 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 cgtc.io/StudentTechnology.

OneDrive

1. Log on using Single Sign-On
2. Click the Microsoft 365 Office Portal icon
3. Click the OneDrive icon in the Apps section



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 cgtc.io/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.

Technology Resources Available Through Single Sign-On

Blackboard

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



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 (Microsoft 365 Mail)

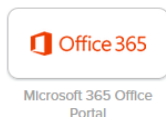
- Check for important information regarding your CGTC student account, including financial aid, balances, and holds
- Stay up to date on campus activities, job opportunities, and more
- Learn about scholarships and college other resources
- Email your instructors and advisor



CGTC student email is the official form of communication for students. **It is important to check your email often and delete messages to avoid a full inbox.**

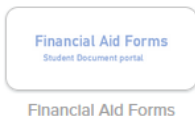
Microsoft 365 Office Portal

- Access your CGTC-provided One Drive where you can store files and documents for easy access from anywhere
- Microsoft 365 also offers students no-cost access to software such as MS Word, Excel, PowerPoint, Stream, and many more
- Your instructors may require use of one or more of these resources to complete coursework



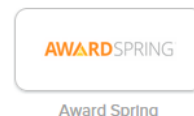
Financial Aid Forms

- Financial aid staff use this tool to communicate with you regarding requirements to finalize aid
- Register your account to complete the FAFSA verification process, if applicable
- View outstanding requirements and securely upload documents from your phone or other device



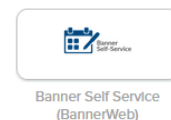
Award Spring (Scholarships)

- View available scholarships each term
- Apply directly online
- Check the status of awards
- Check your student email for notices related to the open application period and awards



Banner Self-Service

- Sign up for classes and see your class schedule
- Drop classes (within first three days of the term)
- See financial aid award amounts and accept terms and conditions
- See charges and payments on your student account
- Update your contact information
- See your grades and unofficial transcripts, and more



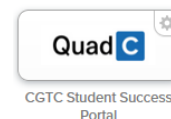
Degree Works (Advisement)

- See a list of classes that you must take for your major
- Check your plan and progress toward graduation (to view your plan, click the Plans tab)
- Read notes from your advisor including suggested courses for the upcoming registration period
- View your academic standing and GPA



Quad C (Online Tutoring)

- Schedule an appointment or online tutoring session
- Choose from a list of available tutors based on area of expertise
- Review a list of upcoming Academic Success Center (ASC) workshops and events



Need more help?

- Call the **Communications Center** at (478) 988-6800
- Visit cgtc.io/StudentTechnology for more information
- For questions about student technology other than Blackboard, send an email to info@centralgatech.edu.
- For problems with your class in Blackboard, email your instructor for help first. If a response is not received within 24 hours, email online@centralgatech.edu.

CGTC Student Portal

The Student Portal is accessible directly from the CGTC website by clicking the link at the top of the home page.

How to sign in to the Student Portal:

1. Type your **Username** and **Password** (*Your Student Portal username is the portion of your student email before the @ sign. Your Password is the same network password used for Single Sign-On.*)
2. Click the **Login** button

Use the Student Portal to:

- Withdraw from classes
- Find your advisor name and contact information
- Apply for graduation or competitive selection
- Access forms and link to other resources
- Request student record changes/updates and transcripts
- Print your schedule, and more