

# Office of Information Technology

## Student Quick Reference Guide

### GCU Login Information

Your login information is the same for all of the Information Technology Services including Email/MY GCU Portal, Blackboard and Self-Service and the GCU network.

(Example shown is as Jane Doe, Student ID: 0000-12345, DOB: 08/15/1990)

**User Name:** Lowercase First Initial of First Name + First Initial of Last Name + last five digits of Student ID

**Password:** Lowercase First Initial of First Name + First Initial of Last Name + DOB Month(MM) + DOB Day(DD) + DOB Year(YY) + GCU

Sample Username: **jd12345**

Sample Password: **jd081590GCU**

Email Account: [jd12345@georgian.edu](mailto:jd12345@georgian.edu)

First Time Login Directions:

1. Please go to <https://login.georgian.edu>
2. Log in with the default credentials which are:  
Username: Lowercase First Initial of First Name + First Initial of Last Name + last five digits of Student ID  
Password: Lowercase First Initial of First Name + First Initial of Last Name + DOB Month(MM) + DOB Day(DD) + DOB Year(YY) + GCU
3. You should then be told that your password has expired and that you need to change it. So when prompted for the 'Old Password' make sure to enter the default password you just logged into this site with. Then create a new password and confirm it.
4. Then you will be prompted to enter a secondary e-mail address. This would be a non-GCU e-mail address used for password resets should your account be locked out in the future.
5. Then you will be asked to pick a security question, provide a phone number (this would be a cell phone number for password resets) and to pick a security image.
6. Once you have completed all the items in Step 5 above, just click 'Create Account'. Then you should be able to log into e-mail, Self Service and GCU Portal. Blackboard will not be accessible until 2 weeks before your first course start date.
7. If you setup your GCU email on any mobile devices before changing your default password, please be sure to update your password on those devices.

### GCU Portal

**Accessing Outlook Webmail via MyGCU Portal:**

- From the GCU Homepage, Left click on **Services & Support** then left click on **Portal**
- Enter the same login information as above
- Then from **Portal** you can access your **E-mail**.

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### Blackboard



Blackboard

Blackboard Learn is GCU's Learning Management System. It provides an online teaching and learning environment that brings together content management, communication, collaboration, and assessment tools. Blackboard courses can be accessed from any location where you have access to the web.

#### Accessing Blackboard

- From the GCU Homepage, left click on **Services & Support** then left click on **Blackboard** then left click on the link that says **Log-in to Blackboard**.
- Directly via the URL: <https://georgian.blackboard.com/>

### Logging Into Self Service for the First Time

To log into **Self-Service** go to <https://selfservice.georgian.edu> or go to <http://georgian.edu> left click on **Services & Support** then left click on **Self-Service**.

#### Verify an Account

To continue, you must first verify your account. select Verify Account.

System ID	000012345
First Name	Jane
Last Name	Doe
Date of Birth	08/15/1990
<input type="button" value="Verify Account"/>	

1. Use the same username and password as your GCU network login.
  - Enter User Name
  - Enter Password
  - Select "Log In"
2. When logging on for the first time enter the following information to verify your account:
  - **System ID\*:** Nine digit Student ID number
  - **First Name:** Legal first name
  - **Last Name:** Last name
  - **Date of Birth:** Date of birth (mm/dd/yyyy)
3. Select **Verify Account**.

Location: Lower Level of Library

Semester walk in hours: Monday-Friday: 8am-5pm

GCU Help Desk is available by phone Monday-Friday from 8am-5pm..

Phone: 732-987-2222 Fax: 732-987-2016

E-Mail: [helpdesk@georgian.edu](mailto:helpdesk@georgian.edu)

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