

# STUDENT QUICK REFERENCE GUIDE

## GCU LOGIN INFORMATION

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Your login information is the same for all of information technology services, including e-mail, MyGCU Portal, Blackboard, Self-Service, and the GCU network.

(Example shown is for Jane Doe, SSN: 123-45-6789, Student ID: 0000-12345.)

**User Name:** First initial of first name and first initial of last name, last five digits of student ID

**Password:** First initial of first name and first initial of last name, pound sign (#), middle two digits of SSN, and capital GCU

Sample username: **jd12345**

Sample password: **jd#45GCU**

E-mail account: **jd12345@georgian.edu**



## MyGCU PORTAL/E-MAIL

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### Accessing Outlook Webmail via MyGCU Portal:

- From the GCU Homepage, place your mouse cursor over **Info For** then place your mouse cursor over **Current Students** then left click on **GCU Portal**
- Enter the same login information as above
- Then from **GCU Portal** you can access your **E-mail, Blackboard & Self Service.**

## BLACKBOARD

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Blackboard

Starting Summer 2015, Georgian Court University will utilize Blackboard Learn to extend and enhance classroom learning. 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

- Place your mouse cursor over **Info For** on the **GCU Homepage** then place your mouse cursor over **Current Students** then left click on **Blackboard** then left click on link that says **Click here to log in to Blackboard.**
- Directly via the URL: [georgian.blackboard.com](http://georgian.blackboard.com)

## OFFICE OF INFORMATION TECHNOLOGY

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**Location:** 801 Lakewood Avenue

**Semester walk-in hours:** Monday–Friday,  
8:00 AM–5:00 PM

**GCU Help Desk, available 24/7 via phone:**  
732.987.2222

**Fax:** 732.987.2016

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

## LOGGING ON TO SELF-SERVICE FOR THE FIRST TIME

To log into **Self-Service**, go to [selfservice.georgian.edu](http://selfservice.georgian.edu) or go to [www.georgian.edu](http://www.georgian.edu) place your mouse cursor over **Info For** then place your mouse cursor over **Current Students** 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

Verify Account

1. Use the same username and password as your GCU network login.

Enter username

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**.

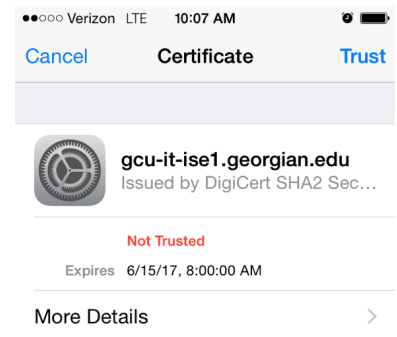
## CONNECTING YOUR CELL PHONE TO GCU WIRELESS NETWORK

### iPhone

1. Go to settings, Wifi
2. Pick GCU Secure
3. Enter GCU username and password
4. On the next screen hit trust for the certificate

### Android

1. Open all apps and select Settings and then Wifi
2. Pick GCU Secure
3. In the box labeled identity enter your GCU username
4. Leave the Anonymous identity box blank
5. Enter your GCU password in the password box



## SETTING UP YOUR GCU E-MAIL ACCOUNT ON A CELL PHONE

### iPhone

1. Add your Exchange GCU E-mail account: Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange.
2. Enter your information: Enter your e-mail address and password. You can also enter an account description. (Optional)
3. Sync your content, you can sync Mail, Contacts, Calendars, Reminders, and Notes.
4. When you're finished, tap Save.

### Android

1. From a Home screen, navigate: Applications > Settings > Accounts & sync > Add account.
2. Tap Corporate.
3. Enter your GCU email address and password then tap Next (located in the lower-right).
4. If presented with an Activation prompt, review the info then tap OK to continue.
5. If presented with a Remote security administration prompt, tap OK to continue.
6. Configure the account options (e.g., Period to sync Email, Sync schedule, etc.) as necessary then tap Next.
7. If presented with an 'Activate device administrator' screen, tap Activate.
8. If desired, enter an account name then tap Next.