

# Navigating My GTCC



# Assistive Technology

If you are using assistive technology to access this material and are having difficulties please contact Kent Cowan, GTCC's Assistive Technology Specialist.



# What is My GTCC?

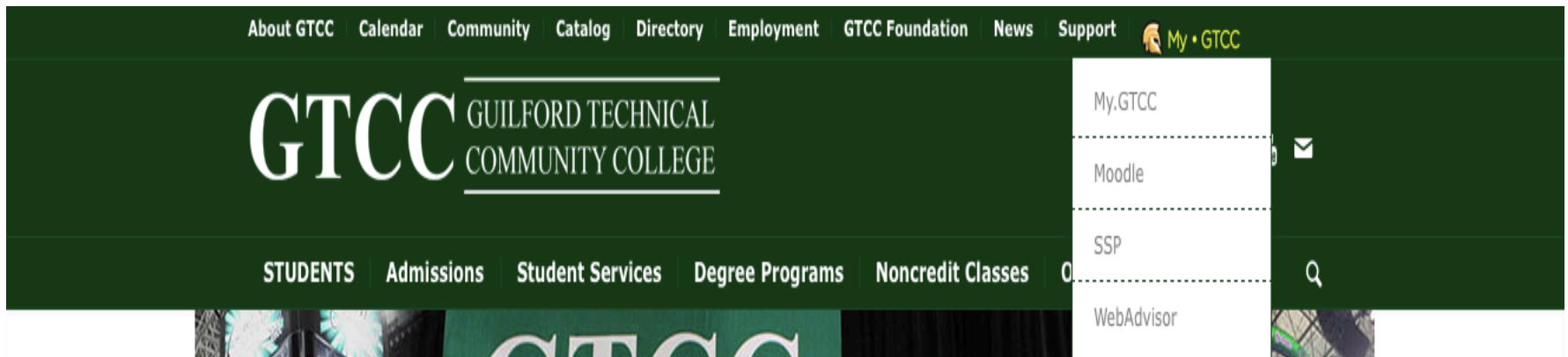
- ✓ My GTCC is the newest version of the student portal access to GTCC applications.
- ✓ To begin, type [gtcc.edu](http://gtcc.edu) into the URL line of a browser; Google Chrome, Firefox, Safari, or Internet Explorer.



As you can see from the screen shot, below, there are a number of links that you can access from the homepage. For this tutorial we will focus on My GTCC.



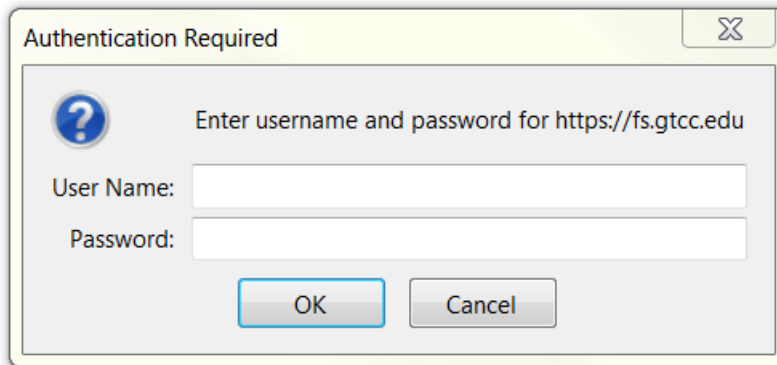
- ✓ Roll your mouse over the link for My GTCC and a dropdown menu appears.



- ✓ Click on My GTCC.



- ✓ A sign-in box similar to this screenshot appears. Enter your user ID and password.



- ✓ Click the OK button.



- ✓ Notice that your name appears once you've signed in.



- ✓ The **inbox** refers to your email. To access your email click on the Office365 link. Log in with appropriate info.

GTCC Portal ▶ Student

Home Search this site

### Announcements

Date	Subject	Details
APR 22	Microsoft Office for Home	All employees can purchase Microsoft Office for your Home PC use for \$9.95... 3:43 PM
MAR 27	Spring Open House	You're invited to come see what GTCC has to offer! Information on admissions, financial aid, the Career and College Promise program, Continuing Education, Adult Education, the Small Business Center, and much, much more. Meet the faculty and staff of... 9:46 PM

[Manage Announcements](#)

Colleague/WebAdvisor will be unavailable between 3:00am and 5:30am every day.  
For assistance with WebAdvisor, please submit a ticket at <https://servicedesk.gtcc.edu>.

### Quick Links

- ✓ [URL](#)
- [Appointments](#)
- [Bookstore](#)
- [e2Campus](#)
- [Course Catalog](#)

### WebAdvisor

CLASSES

### Inbox

Schedule








You Have **818** Unread Messages

**818** Office365

### Important Dates

DATES	DISPLAY TEXT
April 20th	Registration for current students, new students, visiting students, and returning students for Summer/Fall
May 8th	Summer Hours Begin (M-TH 7:30- 6:00) (FRI Closed)
July 6th	Independence Day Holiday (College closed)
July 23rd	Summer Last day of classes
August 9th - August	Fall Waitlist Closes and ends



Inbox		Schedule
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>📅 AUGUST 2015</span> <span>TODAY</span> <span>☰ ☰</span> </div>		
<span>◀</span> August Tuesday 18 - Thursday 20 <span>▶</span>		
<b>Tuesday, August 18th</b>		
 9:00 AM 10:10 AM	SOC-210-FJT11 Introduction to DH Davis Hall, Room 00307 Kim D. Churchill	
 10:30 AM 11:45 AM	HUM-122-FJT01 Southern Culture AT Applied Technologies, Room 00253 Carol A. Marion	
<b>Wednesday, August 19th</b>		
 10:00 AM 11:18 AM	ACC-120-FJT02 Prin of Financia DS Dental/Science, Room 00205 Elizabeth K. McCain	
 11:18 AM 11:50 AM	ACC-120-FJT02 Prin of Financia DS Dental/Science, Room 00205 Elizabeth K. McCain	
 12:00 PM 12:50 PM	ECO-251-FJT06 Prin of Microeco AT Applied Technologies, Room 00328	
<b>Thursday, August 20th</b>		
 9:00 AM 10:10 AM	SOC-210-FJT11 Introduction to DH Davis Hall, Room 00307 Kim D. Churchill	
 10:30 AM	HUM-122-FJT01 Southern Culture AT Applied Technologies, Room 00253	

✓ Before leaving this section click on Schedule. Now you should see your class schedule in addition to anything else you have put on your calendar.



- ✓ As you look over the page, on the left, you'll see a section devoted to WebAdvisor.

The screenshot displays the GTCC website dashboard with several key sections:

- Announcements:** Features two entries: 'Microsoft Office for Home' (APR 22) and 'Spring Open House' (MAR 27).
- WebAdvisor:** A section on the left, highlighted with a red border, containing links for 'CLASSES', 'ACADEMIC PROFILE', and 'FINANCIAL PROFILE'.
- Quick Links:** A central section with a 'Quick Links' header and a list of links including 'URL', 'Appointments', 'Bookstore', 'e2Campus', 'Course Catalog', 'Moodle', 'Publications', 'Technical Help', and 'Titan User Password Change'.
- Inbox:** A top-right section showing 'You Have 818 Unread Messages' and a link to 'Office365'.
- Important Dates:** A bottom-right section with a table of dates and events.

DATES	DISPLAY TEXT
April 20th	Registration for current students, new students, visiting students, and returning students for Summer/Fall
May 8th	Summer Hours Begin (M-TH 7:30- 6:00) (FRI Closed)
July 6th	Independence Day Holiday (College closed)
July 23rd	Summer Last day of classes
August 9th - August 11th	Fall Waitlist Closes and ends
August 8th - August 14th	Fall Walk-in Registration

- ✓ In the Quick Links section you'll see a link to Moodle as well as the Bookstore and other sites.

The screenshot displays the GTCC website dashboard with several key sections:

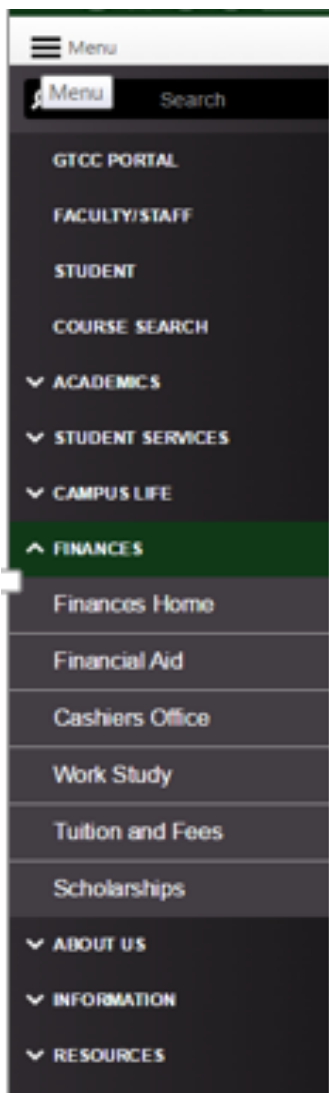
- Announcements:** Features two entries. The first is dated APR 22 (3:43 PM) regarding Microsoft Office for Home. The second is dated MAR 27 (9:46 PM) for the Spring Open House.
- Quick Links:** A central menu with a red border containing links for URL, Appointments, Bookstore, e2Campus, Course Catalog, Moodle (highlighted with a blue box), Publications, Technical Help, and Titan User Password Change.
- WebAdvisor:** A section with a dropdown arrow and three expandable options: CLASSES, ACADEMIC PROFILE, and FINANCIAL PROFILE.
- Inbox:** Shows a notification for 818 unread messages from Office365.
- Important Dates:** A table listing key dates and events.

DATES	DISPLAY TEXT
April 20th	Registration for current students, new students, visiting students, and returning students for Summer/Fall
May 8th	Summer Hours Begin (M-TH 7:30- 6:00) (FRI Closed)
July 6th	Independence Day Holiday (College closed)
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- ✓ Another section is the Important Dates. This is basically a school calendar; includes registration dates, and etc.

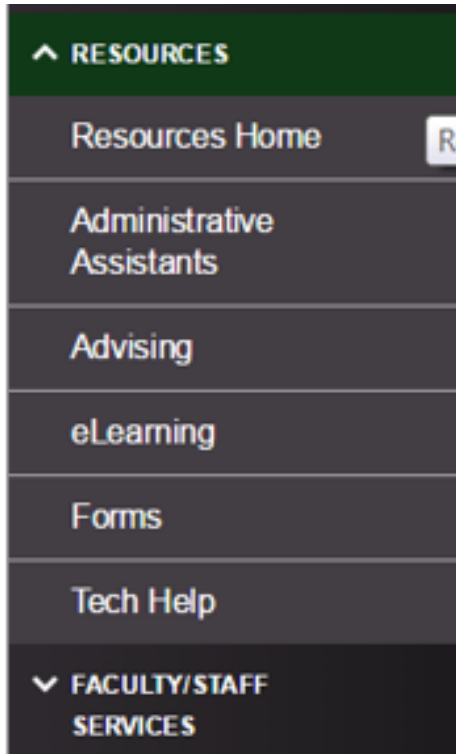
The screenshot displays the GTCC website dashboard with several key sections:

- Announcements:** Features two entries: one for Microsoft Office for Home (APR 22) and another for Spring Open House (MAR 27).
- Quick Links:** A list of navigation options including URL, Appointments, Bookstore, e2Campus, Course Catalog, Moodle, Publications, Technical Help, and Titan User Password Change.
- WebAdvisor:** A section with expandable options for CLASSES, ACADEMIC PROFILE, and FINANCIAL PROFILE.
- Important Dates:** A calendar section with a red border, listing key dates such as April 20th (Registration), May 8th (Summer Hours Begin), July 6th (Independence Day Holiday), and August 14th (Fall Walk-in Registration).
- Inbox/Schedule:** A notification area showing 818 unread messages from Office365.



- ✓ Notice that clicking on the Menu icon, upper left of the portal, displays a variety of links. Click on the down arrow to expand the topic, as we've done here with Finances.





- ✓ In the Menu section, we expanded the Resources tab by clicking on it. Here and in other tabs such as Student Services you will be able to find useful information on various departments within GTCC.



Please use one of the following resources if you should need additional assistance.

- ❖ *Jamestown – AT Computer Lab or Library*
- ❖ *High Point – Library*
- ❖ *Greensboro – Library*
- ❖ *Aviation – see Student Services Representative*
- ❖ *Cameron – Library or see Student Services Representative*

- If seeking help in person, at any of these locations, you must present a photo id and/or your student number
- If seeking help via phone your student ID number is used to verify identity.

## Contact the AT Computer Lab @

Telephone: (336) 334-4822 ext  
50226, 50387 or 50346

Email: [computer\\_lab@gtcc.edu](mailto:computer_lab@gtcc.edu)





Thanks for viewing this tutorial.  
We have other videos that may help  
your adjustment to GTCC.

Visit us @  
[support.gtcc.edu/at-lab](https://support.gtcc.edu/at-lab)

