The GTC Dashboard will be replacing the old MyCampus portal as Gwinnett Technical College’s new solution. This product offers a streamlined experience and much better password reset functionality.

1.1 LOGIN PAGE

To begin using the new GTC Dashboard, head to http://www.gwinnettech.edu/dashboard/:

Clicking on the “Dashboard” link will then take you to the initial Microsoft login page:
Enter your full student e-mail address and hit “Continue” to proceed. You will be redirected to our internal login page to enter your password (or choose to reset their password if it isn’t known):
Welcome to Gwinnett Technical College's Dashboard portal. Please sign in with your student e-mail address and password below.

Office365Test@student.gwinnettech.edu

Password

Sign in

Forgot your password? Click here to reset it.
Once logged in, you are presented with the following quicklaunch landing page that will give you access to your different applications:

To access your student e-mail in Outlook, click on the “Student E-Mail” icon as shown here:
1.2 FIRST TIME LOGON/PASSWORD VERIFICATION OPTIONS

The very first time you log into the portal, you will be presented with a pop-up notification that states you must setup verification methods to be used with a password reset:

![Pop-up notification](image)

Upon clicking the “verify now” button you will be redirected to the following screen where you are presented with 3 verification methods to choose from:

![Verification methods](image)

The options are “Authentication Phone” (text or call), Authentication Email, or Security Questions. I will run through setting up each one now:

- **Authentication Phone:**
  1. Start by hitting the “Set it up now” link:
2. You will need to choose your country or region, enter your phone number, and then choose either “text me” or “call me” as an option:

3. If you hit “text me”, a message displays letting you know that a verification code was sent to your phone via text message and a new box pops up asking you to verify that code. Enter the code to verify, and you are done:
4. Alternatively, you can also use the “call me” option and Microsoft will call the number listed and ask you to press the “#” key to verify your number:

- **Authentication Email**:
  1. Start by hitting the “Set it up now” link:
2. You will be taken to a window asking you to enter your e-mail address and then click the “email me” button:

3. Once the “email me” button is clicked, a verification window will pop up and Microsoft will e-mail you a verification code to enter:
4. Enter the verification code and hit “verify” to complete the process:

We've sent an email message containing a verification code to your inbox.

849921  verify  try again
• **Security Questions:**

1. Start by clicking the “Set them up now” link:

   ![Security Questions are not configured. Set them up now](image)

2. You will be redirected to a window indicating that you must setup 4 security questions in total. There is a drop down menu to choose the questions from a list that only contains a total number of 4 questions:

   ![Security questions list](image)

3. Pick a question from each list and answer them until all 4 security questions have been filled out:
don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 4 questions, and answers must be at least 3 characters long.

Security question 1
What is your first name?  
Test1

Security question 2
What is your last name?  
Test2

Security question 3
What is your student ID number (900000000)?  
900123456

Security question 4
What is your date of birth (MM/DD/YYYY format)?  
01/01/1986

4. Click the “save answers” button to finish the process:
You can change your answers to any of these questions by simply clicking on the “Change” link next to any of them:

- Authentication Phone is set to +1 678228. Change
- Authentication Email is set to gwinnettech.edu. Change
- 4 Security Questions are configured. Change

Click “finish” and you will be redirected back to the main portal:
1.3 PASSWORD RESETS

The process to reset a password through the GTC Dashboard is actually quite simple. Follow the steps below to reset a password:

1. On our login page, click the link to go to the password reset page:
2. This will then take you to Microsoft’s self-service password reset (SSPR) page where you will need to enter your student e-mail address, a “captcha” security code, and hit next to proceed:

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

* User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio.

Next Cancel
Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

* User ID:
  office365test@student.gwinnettech.edu

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio.

Next  Cancel

3. You will then be given an option to either reset your password, or unlock your account depending on which method you choose:
4. For this example, we will be resetting our password so we will hit “Next” here:
Get back into your account

Why are you having trouble signing in?

- I forgot my password

  No worries, we'll help you to reset your password using the security info you registered with us.

- I know my password, but still can't sign in

5. You will now be presented with a screen offering you options to verify and reset your account:

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

- Email my alternate email
  You will receive an email containing a verification code at your alternate email address (jc********@gwinnettech.edu).

- Text my mobile phone

- Call my mobile phone

- Answer my security questions

Cancel
If you setup all 3 verification methods, you will see a total of 4 different options (text/call each count as an individual option) to verify your account. However, if you only setup the minimum of 1 verification option, then that is all that will be available.

6. For this example, I am going to reset the account password using the security questions I previously setup:

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

- Email my alternate email
- Text my mobile phone
- Call my mobile phone
- Answer my security questions

What is your date of birth (MM/DD/YYYY format)?

What is your first name?

What is your last name?

What is your student ID number (900XXXXX)?

Next

Cancel
7. Once you hit “Next”, your answers will be verified and then you are brought to another window to enter a new password:
Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

* Confirm new password:

Finish  Cancel

8. Hit “Finish”, and you see a new window letting you know that your password reset was successful:

Get back into your account

✅ Your password has been reset

You will also receive an e-mail stating that your password was reset, but it will not contain the password within it.

1.4 CHANGING YOUR PASSWORD

You can also change your password directly through the GTC Dashboard. To do this, follow the steps below:

1. Login to the portal by going to http://www.gwinnettech.edu/dashboard/ and clicking on the “Dashboard” link or going directly to: https://myapps.microsoft.com and using the steps as outlined previously.

2. When the portal opens, you will see 4 options at the top, “applications, groups, approvals, & profile” as seen below:
3. Click the “profile” option:

4. Within the new window that opens up, you will see an option for “Change password”. Click this to proceed:

5. You will now be taken to the “change password” screen where you will need to enter your old password, and then the new password (twice) and hit submit:
6. Once you hit “submit”, your password will be changed and you will be taken back to the profile page.