

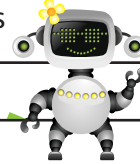


# GASTON COLLEGE STUDENT LOGINS

(WebAdvisor • Student Email • Lab/Novell Login • Blackboard)

## OBTAINING YOUR GC I.D. /LOGGING IN TO WEBADVISOR

1. Go to *www.gaston.edu*
2. Click on the *WebAdvisor* button
3. To sign in, click on "Log In" (upper right), provide your user name and password.
4. If you are a NEW USER:
  - Your *initial user name* is your first initial, middle initial and last name
  - Your *initial password* is your birthday in the form of mmddyy
  - You may change the password by following the instructions provided. This information now becomes your log in/password.\*
5. If you forget your user name or password, or are unable to access the program, click on "What is my User Name?" or "What is my Password" and follow instructions



## STUDENT EMAIL

The Gaston College Email Address is *gcid@student.gaston.edu*

1. Go to *www.gaston.edu*
2. Click on the *Student Mail* button
3. Type in your user name (see Obtaining Your GC ID above)
4. Type in your password
  - Your initial password will be the last five digits of your social security number, followed by your first, middle, and last initials, i.e., 55555abc

OR

Go directly to *http://webmail.gaston.edu* and follow steps 3 and 4 above.



## LAB LOGIN OR NOVELL

1. Click in the box for user name and type your user name (see Obtaining your GC ID above)
2. Type in your password
  - Your initial password will be the last five digits of your social security number, followed by your first, middle, and last initials, i.e., 55555abc



## BLACKBOARD

1. Go to *www.gaston.edu*
2. Click on the *Blackboard* button
3. Click in the box for user name and type in your user name (see Obtaining your GC ID above)
4. Type in your password
  - Your initial password will be the last five digits of your social security number, followed by your first, middle, and last initials, i.e., 55555abc

OR

Go directly to *http://gcbb.gaston.edu* and follow steps 3 and 4 above.



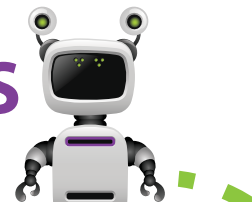
*If you have any problems logging in to Student Email, Labs, Novell or Blackboard, please check with your instructor.*

*If you have problems logging into WebAdvisor, please check with the Office of Registration & Records.*

*\*It is not mandatory, but we recommend you retain the initial password of the last five digits of your social security number, followed by your first, middle, and last initials.*

# REGISTERING FOR CLASSES

Search and Register through WebAdvisor



## LOGGING IN TO WEBADVISOR

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4. If you are a NEW USER, obtain your GC I.D. by following the steps below:
  - Your *initial user name* is your first initial, middle initial and last name\*
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5. If you forget your user name or password, or are unable to access the program, click on "*What is my User Name?*" or "*What is my Password?*" and follow instructions



## REGISTERING WITHIN WEBADVISOR

1. Access WebAdvisor using the instructions above
2. Click on "*Students*" (right side)
3. Under the "*Registration*" banner, click on "*Register for Sections*"
4. Click on "*Search and register for sections*"
5. Select the term in the "*Term*" field
6. Select the subject in the "*Subject*" field. (If you know the course number, enter that number in the "*Course Number*" field.)
7. Click the "*Submit*" button
8. A list of courses will be displayed with status, meeting location, times and instructor information.
9. Select the course you wish to register for in the "*Select*" column (left of course information)
10. Click the "*Submit*" button
11. The courses you have selected will be saved in a a "*Preferred Sections*" list
12. Select the "*Action*" you wish to take for this class. If you want to register, select "*Register*". If you want to delete class(es) from your "*Preferred Sections*", select "*Remove from List*".
13. Click "*Submit*"
14. ALWAYS check your schedule after making any changes on this screen. Your schedule can be accessed from the "*Student Menu*", click "*My Class Schedule*"

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