Student Login Information

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GASTON COLLEGE

Self-Service

Obtaining Your Self-Service Username
1. Go to *gaston.edu*/myGASTON.
2. Click the SELF-SERVICE link.
3. Click on SELF-SERVICE button.
4. Click "Forgot your username", then type in your name and email address; click Submit.

Logging into Self-Service
1. Go to *gaston.edu*/myGASTON.
2. Click the SELF-SERVICE link.
3. Click the SELF-SERVICE button.
4. Log in with your Self-Service username and password. *Note: Your initial password is your birthday (mmddyy) and you will be prompted to change it during your initial login.*
5. If the initial password does not work or you forget your password, click on "Forgot your password," then type in your name and email address and click Submit.

Obtaining Your 7-Digit College ID# (Note: Must log in to Self-Service to obtain.)
1. Go to *gaston.edu/myGASTON* and follow the step above for logging into Self-Service.
2. Click on your username at the top of the page, then User Profile. Your College/Colleague ID# will be displayed under your name in the ABOUT YOU section at the top of the page.

Password Management

One password will access email, Blackboard, Watermark, Lab. Printing, and Wi-Fi (Self-Service is not included). Your initial password will be your personal 7-digit College ID# with GC## before and after it (e.g., GC##0123456GC##). If you applied and were accepted prior to Feb. 22, 2023 your initial password will just be GC# and your College ID# (e.g. GC#0123456).

Resetting your password within these applications
1. Click Forgot my password.
2. Enter the provided characters.
3. Click Next.
4. Follow the verification steps.
5. Enter your new password and confirm by entering it again.
6. Click Finish.

Student Email

1. Go to *gaston.edu*.
2. Click the STUDENT EMAIL link, or go directly to
   outlook.com/mymail.gaston.edu.
3. Type in your student email address
   (*Self-Service username@mymail.gaston.edu*).
4. Type in your password (see Password Management section).
5. Click Sign In.

Blackboard

1. Go to *gaston.edu/myGASTON*.
2. Click the BLACKBOARD link.
3. Click the box for the appropriate type of user (Curriculum/Faculty or
   Continuing Education).
4. From the Microsoft Sign-In window type in your Gaston College Student
   email address (*Self-Service username@mymail.gaston.edu*).
   Note: Continuing Education username and password for Blackboard is
   your 7-digit college ID #.
5. Type in your password or see Password Management instructions.
6. Click Login.

OR

Curriculum/Faculty - go directly to *https://gcvlc.blackboard.com* for
Curriculum/Faculty and follow steps 4-6 above. Continuing Education -
go directly to *https://bit.ly/gcvlc* for Continuing Education and follow steps
4-6 above.

BLACKBOARD MAY NOT BE AVAILABLE TO NEW STUDENTS UNTIL THE
FIRST DAY OF CLASS.

Watermark

1. Go to *gaston.edu/myGASTON*.
2. Click the WATERMARK link.
3. Follow steps 3-5 under Student Email.

Lab Login

1. Click in the box for username and type your Self-Service username.
   (see Obtaining your Self-Service Username).
2. Type in your password or see Password Management instructions.
3. Click the ➲ or press enter.

Printing/Wi-Fi

Your printing and Wi-Fi login and password are the same - your user name *without* the "@mymail.gaston.edu". Please note that the "GC Guest" wireless network is not for students. Student access to Wi-Fi is available when selecting the proper SSID network base for their campus location.

Dallas Campus: dcwireless
Lincoln Campus: lcwireless
Kimbrell Campus: kcwireless

FAQ

Q. Are all my passwords the same?
A. No. All accounts have the same password except Self-Service. Self-Service has a different password.

Q. Is capitalization important for my login information?
A. Yes, usernames and passwords are case-sensitive. If you have issues logging in, check your spelling and capitalization. Self-Service usernames must be lowercase.

Q. Can I reset my own password?
A. Yes. Blackboard, Student Email and Watermark allow you to reset your password from within each application (see Password Management instructions). Self-Service allows you to reset your password from within the Self-Service application. From within the Self-Service login page, click "Forgot my Password?" and follow the instructions.

Q. Do I need to set up a student email account?
A. No. After you apply to become a student at Gaston College, a student email account will be created for you. Please see "Student Email" for more login information. Note: Accounts are removed from the system if you have not attended the College in one year.

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