

# Student Login Information

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## Multi-Factor Authentication (MFA)

*MFA setup is required for all first time users. This includes curriculum and continuing education students.*

Gaston College requires MFA before accessing all student applications. MFA is a security enhancement that requires two forms of verification when using your Office 365 logins. Gaston College recommends Microsoft Authenticator as the MFA. The setup process is simple and should only take 5–10 minutes.

Select **ONE** of the following options:

- From your iOS or Android mobile phone, download and install the Microsoft Authenticator app.
  1. Select “Add a new way to sign in or verify” add choose “Use an app”
  2. If you’ve already installed the app, select Next to display a QR code.
  3. In the authenticator app, select the three dots, click Add account.
  4. Choose the account type and scan the QR code.
  5. Click Finish.
- From your PC, download and install the Microsoft Authenticator app.
  1. From the student email page, type your student email (Self-Service username@mymail.gaston.edu).
  2. Click Next on the “More information is required screen”
  3. Then, tab Next and follow the directions to setup the Authenticator app.

## Obtaining Self-Service Username and Student ID #

Your Username and Student ID number were provided to you after completing the admission application. They were emailed to your email address that was used to apply to the college and also mailed to the address provided on your admission application. If you need assistance with your log-in credentials, please call 704.922.6232 or 704.922.6420.

### You may also obtain your username from Self-Service

1. Go to *gaston.edu*
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.

### Obtaining Your 7-Digit College ID# (Note: Must log in to Self-Service to obtain.)

1. Follow the steps 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

*Multi-factor authorization (MFA) must be setup prior to changing your password.*

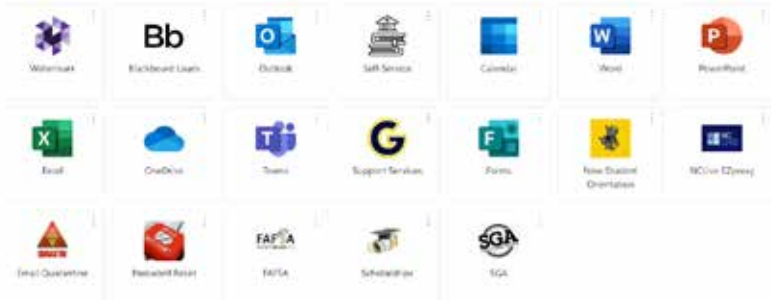
One password will access Self-Service, Outlook/Email, Blackboard Learn for curriculum students, Watermark, Lab Printing, and Wi-Fi. Your initial password will be your personal 7-digit College ID# with GC## before and after it (e.g., GC##0123456GC##). If you applied and were accepted prior to Feb. 22, 2023 your initial password will just be GC# and your College ID# (e.g. GC#0123456).

Resetting your password within these applications

1. Type in your student email address (self-service username@gaston.edu)
2. Click Forgot my password.
3. Type your Email or Username.
4. Type the provided characters.
5. Click Next.
6. Follow the verification steps.
7. Enter your new password and confirm by entering it again.
8. Click Finish.

# MyGASTON

MyGASTON provides access to your important resources -- Self-Service, Outlook/Email, Blackboard Learn for curriculum students, Watermark, etc.



## Accessing MyGASTON Apps

1. Go to [gaston.edu/myGaston](https://gaston.edu/myGaston)
2. Click the myGaston button
3. Type in your student email address (*Self-Service username@mymail.gaston.edu*).
4. Type in your password (or see Password Management section).
5. Approve the Microsoft Office sign-In request
6. From here, you can click on any available applications.

## Blackboard

**Curriculum students** should use the link from MyGaston (see above) or go directly to <https://gcvlc.blackboard.com> and follow steps 3-6 above.

### Continuing Education students

*Note: ConEd student username and password is your 7-digit college ID #.*

1. Go to [gaston.edu](https://gaston.edu).
2. Click the BLACKBOARD link.
3. Click the box for Continuing Education Student Log-in.
4. If applicable, click OK for the Privacy, cookies and terms of use.
5. Type your username as your 7-digit college ID #.
6. Type your password as your 7-digit college ID #.
6. Click Sign-in.
8. Type the 6-digit temporary code generated with your authenticator app  
**OR** go directly to <https://bit.ly/gcvlc> and follow steps 5-8 above.

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

## Lab Login

1. Type your Self-Service username (or see Obtaining your Self-Service Username section).
2. Type in your password (or see Password Management section).
3. Click the arrow or press enter.

## Printing/Wi-Fi

Your printing, Wi-Fi login and password are all the Self-Service username *without* the "@mymail.gaston.edu". Student access to Wi-Fi is available when selecting the proper SSID network base for your campus location.

Dallas Campus: gcwireless  
Lincoln Campus: lcwireless  
Kimbrell Campus: kewireless

*Note: The "GC Guest" wireless network is not for students.*

## Direct Access Links/Reminders

**Blackboard for Continuing Education students:** <https://bit.ly/gcvlc>

**Blackboard for Curriculum students:** <https://gcvlc.blackboard.com>

**Email/ Outlook:** [outlook.com/mymail.gaston.edu](mailto:outlook.com/mymail.gaston.edu)

**Self Service:** <https://ss-prod-cloud.gaston.edu/Student/>

**Watermark:** <https://gaston.avisoapp.com/aviso>

### REMINDERS

- *All accounts have the same password.*
- *Usernames and passwords are case-sensitive.*
- *Self-service usernames must be lowercase.*
- *You can reset your own password for Self-Service, Outlook, Blackboard Learn for Curriculum, Watermark, Lab Printing and Wifi. See the password management section for instructions.*
- *Student accounts are removed if you have not attended the College for one year.*



**Dallas Campus**  
201 Highway 321 South  
Dallas, NC 28034  
704.922.6200

**Lincoln Campus**  
511 South Aspen St.  
Lincolnton, NC 28093  
704.748.5200

**Kimbrell Campus &  
Textile Technology Center**  
P.O. Box 1044  
7220 Wilkinson Blvd.  
Belmont, NC 28012  
704.825.3737