My Gateway Password

"My Gateway" password is the single password that you will use to log in to and access the following accounts: WebAdvisor, Blackboard, Gateway student e-mail and wireless access. Even though the same password is used, you have to log in to each online service individually.

Additionally, the security question is a method of confirming your identity, either by the Internet or phone.

It is a good idea to keep the security question unknown to anyone but you—anyone who has this information along with your student ID, last name and birth date will be assumed to be you. If you have further questions about this, please contact Student Services.

How do I get a "My Gateway" password?

Set up your security questions and answer with Gateway's Student Services. You can complete the Security Question and Answer form when you register for classes in Student Services. You will need the security question and answer to access your account for the first time and to reset your password. In addition, you may request a new or replacement "My Gateway" password through the WebAdvisor's "What's My Password?" link.

Forgot your password or did not receive a password?

- Click on My Gateway, then on WebAdvisor, and then click on the "What's My Password" link on the bottom of the page and follow the directions.
- Fill in the first section (student ID, last name, and birth date) and check the box in the second section to have your password sent to you via US Postal Service.
- If you know what personal e-mail address Gateway has on file for you, fill in the first and third sections and your password will be immediately sent to that e-mail address. Passwords cannot be sent to student e-mail accounts.
- If you know your previously supplied security question and answer, fill in the first and fourth sections and your password will be immediately displayed on the screen.

Want to change your password? Go to My Gateway, then click on WebAdvisor, log in, click on "Change Password" and follow the directions.

Security question basics

You will use your WebAdvisor account to access or change your "My Gateway" password. To confirm your identity online or over the phone, Gateway uses a security feature in WebAdvisor called the "Security Question." Make sure you have set up your Security Question in WebAdvisor. To make it easier to obtain your password in case you forget it, you should set your security question and answer.

1. Log in to WebAdvisor (gtc.edu/webadvisor)
2. Click on the Students menu option
3. Click on the Update Personal Information menu option
4. Review mailing address and update if necessary
5. Scroll down to "What is the Security Question"
6. Select a security question from the drop down list
7. Provide an answer to the question you selected (remember your answer, for future reference).
8. Click Submit. If everything was completed you will be returned to the Students Menu. If not, the red text at the top of screen will indicate the required fields to be completed. Please complete them and click Submit again.

Wireless computer information

Gateway offers all students free access to its own network and the Internet.

In order to eliminate the need for students to continually log in to access Gateway's wireless network, the college has implemented the XpressConnect system. XpressConnect is designed to assist students in securely setting up their personal devices to access Gateway's network. You will not need to run XpressConnect every time you come to Gateway — once the setup is complete, your device will automatically connect to the secure wireless network on every campus. However, we do recommend that you rerun it once each semester.

Please follow the instructions below to access the wireless network.

The XpressConnect software supports Windows 8.1, Windows 8, Windows 7, Mac OSX, iPhone/iPad, Android devices, and Ubuntu.

1. Connect to the GTC-Guest network and open a Web browser. DO NOT enter an e-mail address.
2. Follow the "Click here to configure your device to use our secure network" link.
3 The XpressConnect Wizard will begin. Check the license agreement box and click "start."
4. Enter your student ID number, and your My Gateway password and click "continue."
5. After continuing, you may experience a "user account control" pop-up, asking if you wish to allow changes to be made. If this happens, click "yes." Mac users will be prompted to enter their Mac password and authorize the changes.
6. When the XpressConnect Wizard completes the setup you will be connected to Gateway's secure wireless network.
7. Any time you are at a Gateway facility you will be automatically connected to the secure network—you do not need to connect to any other wireless network.

Will I need to log in every time I want to access the network?
No. You do not have to log in after running through the XpressConnect Wizard.

What do I do if I am unable to log in to the wireless network or if I am frequently disconnected from the wireless network?

Contact the Tech Central at 262.564.3695 or 800.353.3153.

What happens if I change my password?

If you change your password, the next time you try to access the network, you will be prompted to provide that password. Enter the new password and click "OK." Your password will be saved and your device will begin connecting automatically to the network again.

Need Help?

Contact Tech Central at 262.564.3695 or 800.353.3153.

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2015

GATEWAY TECHNICAL COLLEGE

Your guide to…

Blackboard

WebAdvisor

Student e-mail

Wireless computer

WebAdvisor

is an online service used by students to search and register for classes, track financial aid, print class schedules, access grades and transcripts, and keep personal information up to date.

Accessing WebAdvisor

1. Go to gtc.edu and click on the My Gateway icon, and click on WebAdvisor.
2. Click on "LOG IN."
   - User ID: Enter your own Gateway-assigned seven-digit ID number.

Forget your student ID number?

Click on "What's My User ID?"

Then enter your last name, Social Security number, and birth date. Click on "Submit." WebAdvisor will return your student ID number.

- Password: Enter your My Gateway password, the same password you use for your e-mail, Blackboard, WebAdvisor and wireless access.

  First-time WebAdvisor users can obtain a password by clicking on My Gateway, then on WebAdvisor, and then click on the "What's My Password" link on the bottom of the page and follow the directions.

  Fill out sections 1 and 3; or Section 4 if you have set up a security question and answer.

3. Once you've entered your ID and password, click on "submit."
   Click on "students" to get to the menu to check grades, register, make payments, and update your personal information.
4. When you're finished, make sure to log out.

Wireless computer information is on the back of brochure.

Questions on WebAdvisor?
Contact Student Services at
1.800.247.7122.

Blackboard

Blackboard is your Web-based hub for course information such as syllabi, handouts, assignments, interactive discussion boards, and online tests. Blackboard use varies by program, course, and instructor.

If you are enrolled in an online class, all of your course content will be accessed through your Blackboard account. In addition, many instructors will add material to Blackboard to complement their on-campus classes. Be sure to find out how Blackboard will be used in your classes.

If you have an online course, this is your link to Gateway and that course.

1. Go to gtc.edu and click on My Gateway and then on Blackboard or directly at gtc.blackboard.com.
2. Username: Enter your Gateway-assigned seven-digit student ID number.
3. Password: Enter your My Gateway password, the same password you use for your e-mail, wireless access and WebAdvisor. For other password questions, see the "My Gateway Password" panel of this brochure.
4. Click "LOG IN."
5. After logging in, click on the student support tab and scroll down to supported browsers to see which browser will work best for your system.

Questions on Blackboard? 262.564-3202,
or distancelearning@gtc.edu

Student e-mail

Do you know that all registered students at Gateway have an assigned e-mail account?

Student e-mail allows students to receive important information from Gateway including financial aid notifications, admissions status notification, student activities announcements, and communications from instructors.

Look for your Gateway e-mail address on your class schedule. Student e-mail guidelines are covered in the student handbook under "Computing, Networking and Information Resources."

1. Go to gtc.edu and click on My Gateway link in the upper right corner of the home page or access your email directly at mail.gtc.edu
2. Fill in the username section with your Gateway-assigned seven-digit student ID number
3. Fill in the password section with the same password you use for Blackboard, WebAdvisor, and wireless access
4. Click the Log In button

For more information on student email go to gtc.edu and click on My Gateway and then review the links under the student e-mail section.

Questions?
Contact Tech Central at 262.564.3695 or 800.353.3153