

### EGCC Gateway Portal Login Instructions

Please note that you will not be able to log on to the [EGCC Gateway](#) until Wednesday, August 16<sup>th</sup>. The following procedure will only apply at that time and forward.

- Go to the EGCC website at [EGCC.edu](http://EGCC.edu)




- You will see a link at the top right of the page that says “Gateway”.
- Click on the link and you will be directed to the EGCC Gateway Login Page
- You may also reach the [EGCC Gateway Login Page](https://gateway.egcc.edu) by entering <https://gateway.egcc.edu>
- You will now be on a page like the one below.



- 1) Enter your EGCC username and password in the spaces shown. ***If you have logged in to a campus computer before, please skip to Step 2.***
  - a) If you have never logged in to a computer ON CAMPUS then you will be assigned a user name that is the first letter of your first name and your last name followed by the last four digits of your EGCC Student ID number (ex. JDoesmith1234)
  - b) Your temporary password will be the first letter of your first name, capitalized, plus your last name, with the first letter of your last name capitalized, followed by the last four digits of your social security number (ex. JDoesmith9876). Please do not add spaces between characters and remember, YOUR PASSWORD IS CASE SENSITIVE!

- c) You will now be required to change your password. You will be taken to the “Update Password” screen shown below.



Username

Old password

New Password

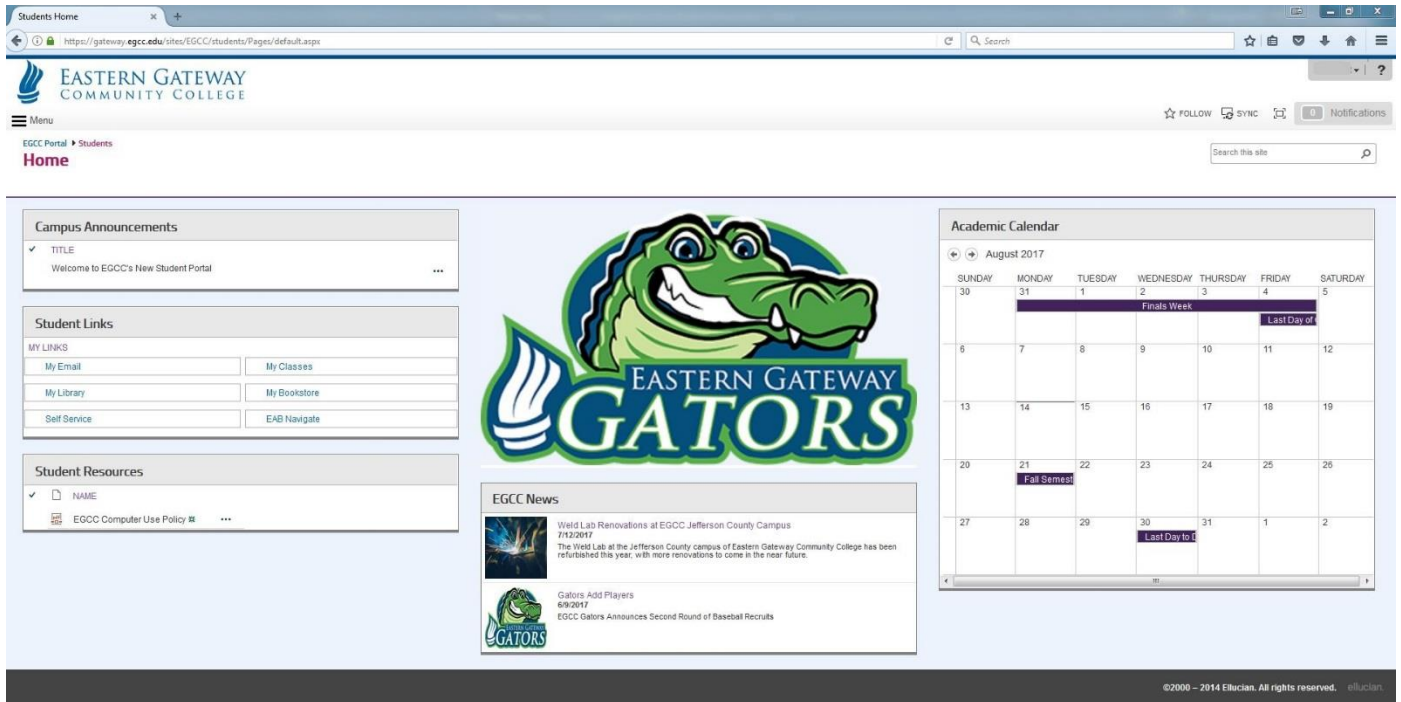
Confirm new password

- d) Enter your user name you used in step 1 into the “Username” box.
- e) Enter your temporary password from step 1 into the “Old password” box.
- f) Enter your NEW password (you provide this) in the “New password” box and then again in the “Confirm new password” box. The password you choose **MUST** be a **MINIMUM** of 8 characters.

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2) You should now be logged in to the **EGCC Gateway**.

From this page, you can access your student email, online classes and EGCC Self-Service by simply clicking on the appropriate link in the “Student Links” box. This is located on the left-hand side of the page.



The screenshot shows the 'Students Home' page of Eastern Gateway Community College. The page layout includes:

- Navigation:** A top menu with 'Home' selected, and a search bar.
- Campus Announcements:** A section with a title 'Welcome to EGCC's New Student Portal'.
- Student Links:** A grid of buttons for 'My Email', 'My Classes', 'My Library', 'My Bookstore', 'Self Service', and 'EAB Navigate'.
- Student Resources:** A section with a title 'EGCC Computer Use Policy'.
- EGCC News:** A section with two news items: 'World Lab Renovations at EGCC Jefferson County Campus' and 'Gators Add Players'.
- Academic Calendar:** A calendar for August 2017 showing 'Finals Week' and 'Last Day of'.
- Logo:** A large 'EASTERN GATEWAY GATORS' logo featuring a green gator head.

You will also see announcements from the college, EGCC news and the Academic Calendar. EGCC will be adding more features in the future to make your learning experience richer and navigation easier.