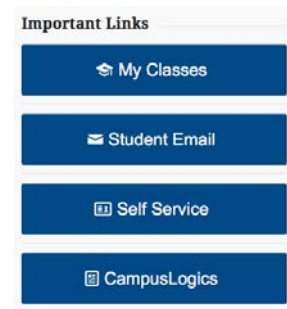


EGCC Gateway Instructions

- Go to the EGCC website at 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



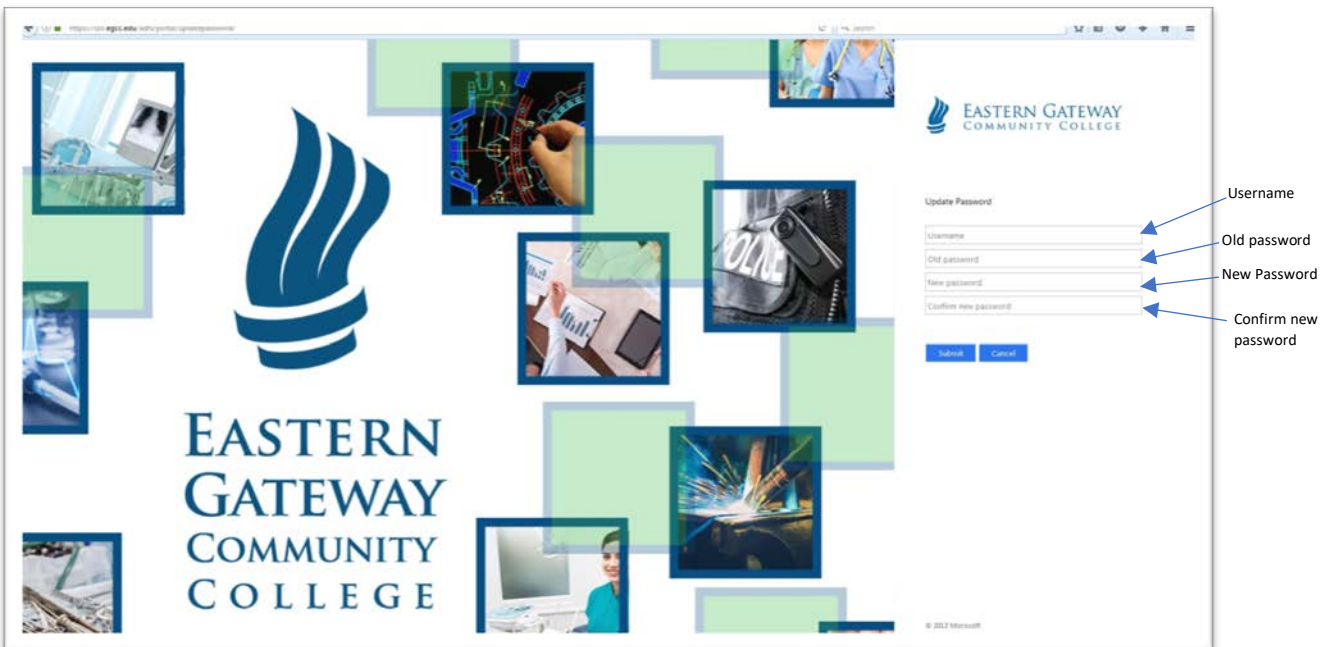
- To access My Classes, Self Service, Student Email, or CampusLogics, click the buttons shown below:



- 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.



- 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.