

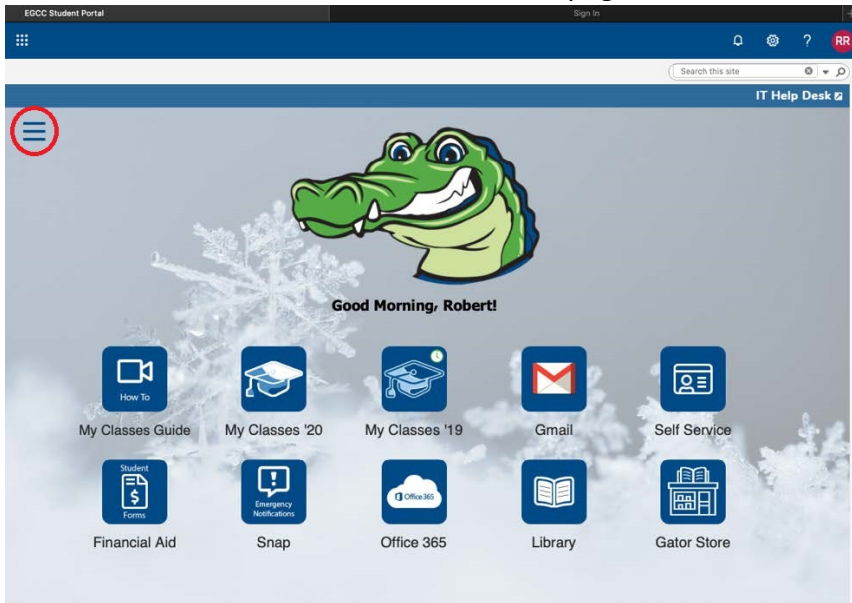


Please see below for the new way to access the Torch System as a Student Worker. **Please Note:** You will now be using your Student Account and not the old [sw.username@egcc.edu](mailto:sw.username@egcc.edu) account.

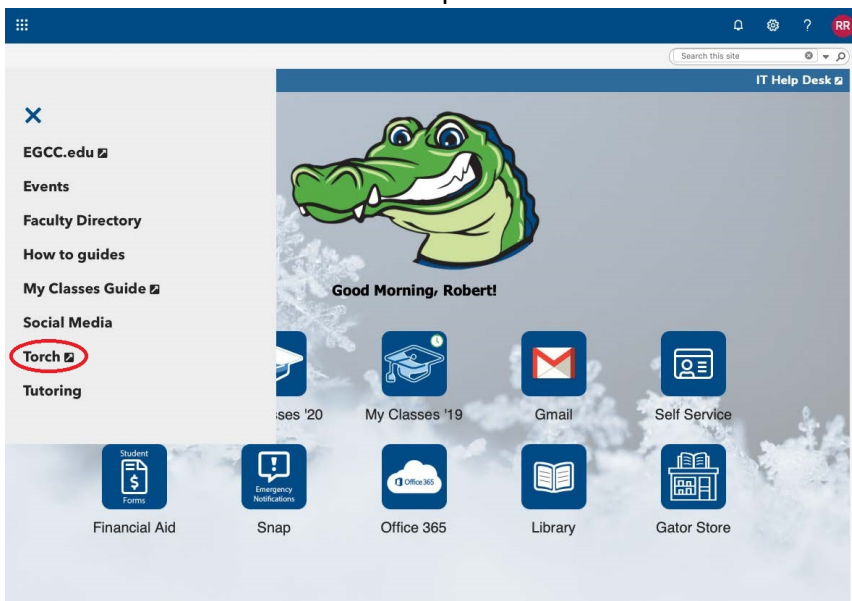
If applicable; any additional access that you had for your jobs will also use your Student Accounts other than PowerCampus and FileBound. Please follow up with your manager if you have any other questions or contact us at [tshelp@egcc.edu](mailto:tshelp@egcc.edu).

Just login to the NEW Gateway (Student Portal) using your EGCC Student Account (example: [jdoe1234@student.egcc.edu](mailto:jdoe1234@student.egcc.edu)). Then follow the below instructions.

## STEP 1: Click the Menu button on the main page

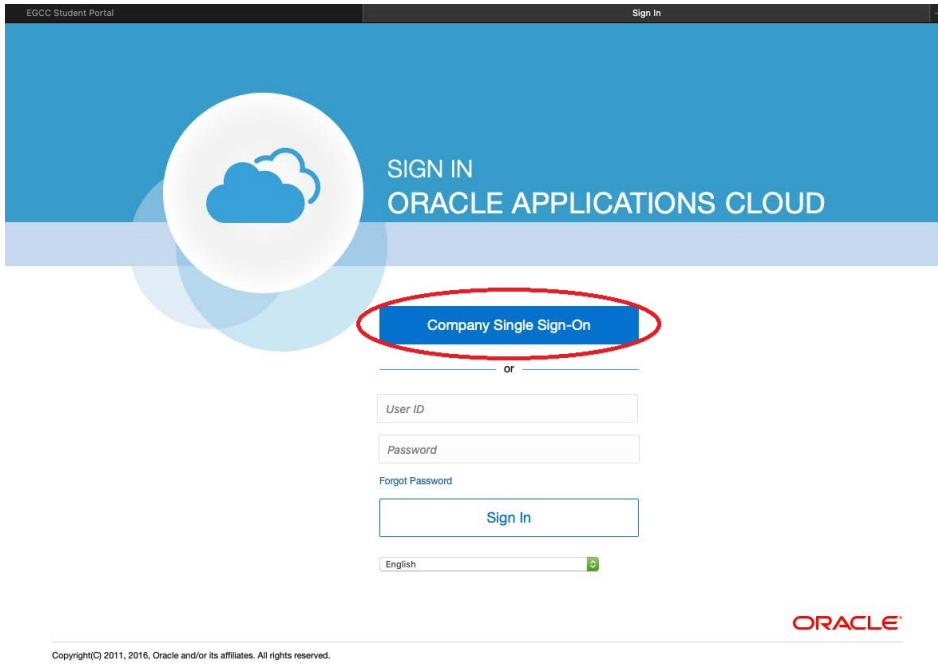


## STEP 2: Select Torch from the Drop-down menu





**STEP 3:** On the Torch home page click Company Single Sign-On



This will automatically log you in to Torch and you can submit your time sheets.