GTC EARLY COLLEGE/DUAL ENROLLMENT ALL ACCESS GUIDE
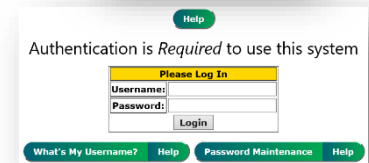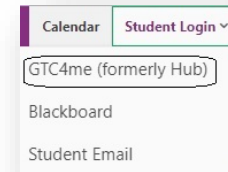*Now that you have enrolled, the next step is to gain access to all your GTC resources.*

Logging in to GTC4me
GTC4me is your student portal. It contains information and links important to students including timely college news, Self-Service, Blackboard and your GTC issued student email.

Determine your GTC4me username
Due to federal privacy laws, user name information can't be sent via email. You can determine your username by following these steps
- Go to www.gvltec.edu (use a Chrome Browser for best results)
- Click on Student Login at the top right of the page
- Click the GTC4me link
- Select *Click to Login now*!

- Click on "What's My Username?"
- Enter your last name and FULL SSN (dashes are not needed) and submit
- Your Greenville Tech username will be displayed
- Record your Username and close this tab

Log in to GTC4me
- Enter your username
- Enter your initial password which will be the **last SIX digits** of your Social Security number
- You may now change your password it at any time

GTC4me password
Your GTC4me/Blackboard password has been changed to the last 6 digits of your social security number. You may or may not have Blackboard access yet.

Logging in to Blackboard
Blackboard contains information directly related to students' class(es). All academic classes include the use of Blackboard.
- Locate and click on the **Blackboard** link from Student Login at the top of the website.
- Next enter your **username**.
- Next enter the last six numbers of your SSN.
  Please note that your GTC4me and Blackboard passwords are always the same. You may not have Blackboard access yet if you have not registered for classes.

Logging in to Gmail
All official college emails will be sent to this address. Because of sensitive data that may be sent via email, other email addresses cannot be used.

If these instructions do not work, your email account may still be in the setup process and you should check it again this evening.
- Your student email account is set up through Google/Gmail. You may sign into your student account by clicking on any email link you see in GTC4me, Blackboard, or on Greenville Tech's website. You may also access your student email from a Google Gmail login.
- Your initial GTC student email password has been set to the temporary password *circlechange*. Once you have accessed a sign-in window and entered your username and password correctly, it will prompt you to change the password. Please note that when you log into your GTC student email, you must enter your full email address**: username@my.gvltec.edu**.

Issues?
There are several ways to contact Technical Support.
- Click the **Technical Support link** at the bottom of every page of the website at https://www.gvltec.edu/tech-support/
- Call (864) 250-8000 select Option 2 **twice** and then Option 3.
- Click the *OIT Help* Quick Link at the bottom of GTC4me.

Students with Disabilities
The Student Disability Services office works to create a productive and friendly learning environment for everyone. Services are available to students with documented disabilities. For more information on these services, call (864) 250-8408 or visit https://www.gvltec.edu/disability-services/. The office is located in the Student Center.

Tutoring
Academic Coaching & Tutoring provides free tutoring and other learning opportunities for GTC Early College students. To inquire about these services, call (864) 250-8303 (Barton); (864) 250-3011 (Greer/Northwest); or (864) 250-4150 (Brashier). You can also visit https://www.gvltec.edu/tutoring-resources/ for more information.

Library Information
Libraries are located in the TRC (building 102) on the Barton Campus; room 103 in building 202 of the Brashier Campus; room 121 in building 301 of the Benson Campus and in room 122 of the Northwest Campus. For hours and other information, visit http://libguides.gvltec.edu/library

Early College students are required to have GTC Library cards and must complete the application. Please note: students will need their high school and GTC student identification numbers to complete the application. Additionally, a parent signature is required. Students may apply for library cards during Early College Orientation or by turning in the completed application to your high school counselor.

Computer Labs
GTC offers staffed computer labs at each campus to assist students. Computers are loaded with Microsoft Office programs and academic software that supports various programs and courses. Lab visitors also have full internet access, linking students to college systems including GTC4me portal, Blackboard, Google Mail, and more. For hours, locations and other information, visit https://www.gvltec.edu/computer-labs/.

Student Identification Cards
All students attending class on a GTC Campus are required to have a current Greenville Technical College student identification card. You should have your student ID with you at all times when you're on campus. ID Cards are available at the GTC Police Department. Students should present a copy of their class schedule and Government-issued photo ID to receive a student ID card. More information, as well as hours and location, is available on the web at https://www.gvltec.edu/studentID/.

Parking Decals
Any vehicle on a Greenville Technical College campus must display a permanent parking decal or temporary parking permit. Student decals allow for parking in white line spaces only and are distributed by the College Police Department. For additional information, including hours and locations, visit https://www.gvltec.edu/vehicle-registration/.
To get your parking decal, you will need:
- Vehicle information, including tag number
- Copy of your current class schedule, with your ID number
- Valid Driver's License and Student ID

GTC Transcripts
For information on requesting your transcript, go to https://www.gvltec.edu/transcript-requests/

Contacts

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