Campus Technology
Student Login and Password Information
(Computer Network access, Wi-Fi access, Canvas, BusterMail, and BusterWeb)

Current Students

Your Username and Password **WILL BE THE SAME** across all GCCC platforms.

USERNAME: firstname.lastname (i.e., john.doe)

PASSWORD: Your initial Password is the first initial of your first name (lowercase),
the first initial of your last name (uppercase) and your birthdate (8 digits)
in the MMDDYYYY format (i.e., if your name is 'John Doe' and your DOB
is March 20, 1985, your password is jD03201985).

NOTE: Canvas classes can only be accessed once courses have started. Unless it is an online course, where the course is available one week before the class begins.

Password Resets

Requests to reset passwords should be submitted via email to the email below. The request must include Name of Student, GCCC ID, and Date of Birth.

password.reset@gcccks.edu.

Password reset requests are processed during regular Campus hours (Monday-Friday, 8:00 a.m. – 4:00 p.m.). Email confirmations will be sent as soon as individual requests are processed.

Technology Access

From GCCC main page, select Students tab at the top.

1. **Bustermail**

One account. All of Google.

Sign in to continue to Gmail

Enter your email

Next

Find my account

Please enter your full email address
example@student.gcccks.edu   ×

Email: blake.jones@student.gcccks.edu

Create account

2. <u>Busterweb</u>

BusterWeb:
⮚ Your username is: firstname.lastname
⮚ Your initial Password is the first initial of your first name (lowercase), the first initial of
your last name (uppercase) and your birthdate (8 digits) in the MMDDYYYY format
(i.e., if your name is 'John Doe' and your DOB is March 20, 1985, your password is
jD03201985).
⮚ If you have a common name (i.e., John Smith), your login may include random
numbers (i.e., john.smith789).
⮚ For assistance, please contact a Campus Technology Administrator (reverse side).
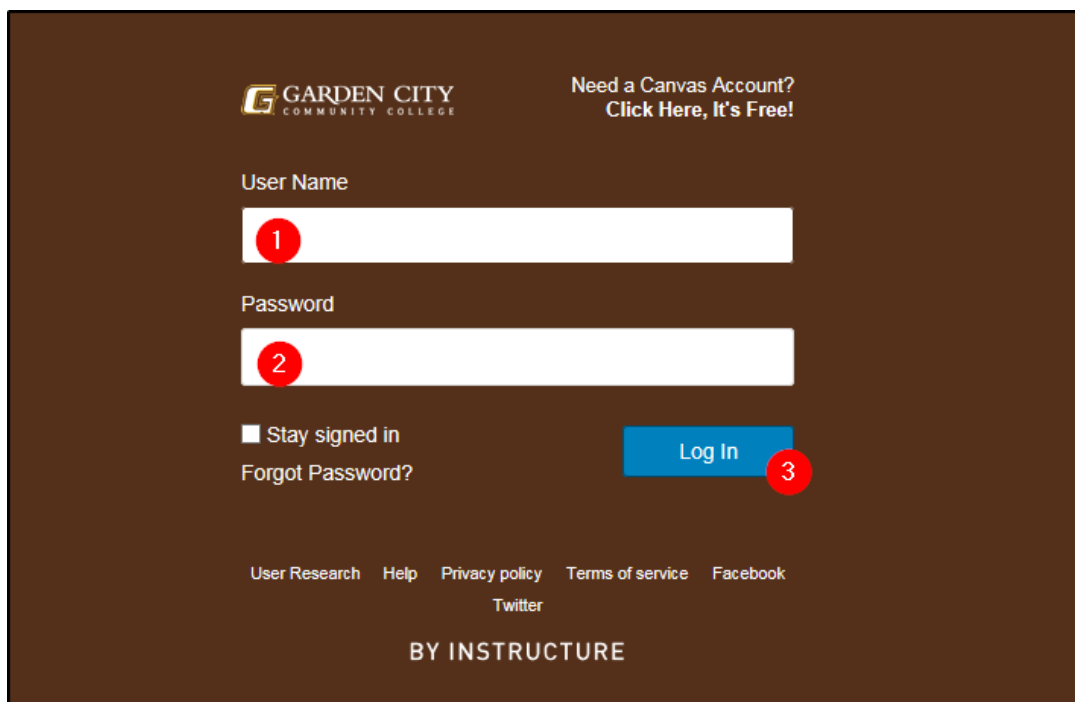
3. <u>Canvas</u>

Separate instructions attached.

How do I access Canvas:

GCCC Students and Faculty can log on by visiting: GCCC Canvas Sign-on. This will automatically go to GCCCs single sign-on system (SSO). You can also access Canvas from the Student Canvas Page on the GCCC website: Canvas Login.

NOTE: Once you get to the login page, we suggest you bookmark it or add it to your Favorites, so it is easily accessible in the future!
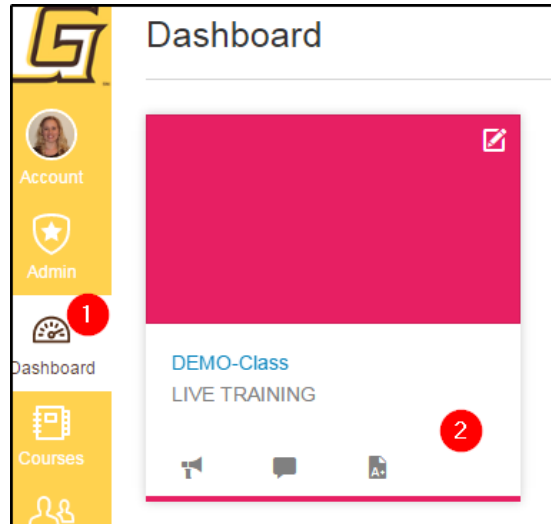
Steps to Log In to Canvas:

1) Enter your GCCC network ID credentials. This will be your *first.last* name.

2) Enter your GCCC network password. Your Password is the first initial of your first name (lowercase), the first initial of your last name (uppercase) and your birthdate (8 digits) in the MMDDYYYY format (i.e., if your name is 'John Doe' and your DOB is March 20, 1985, your password is jD03201985).

3) Click "Log in".

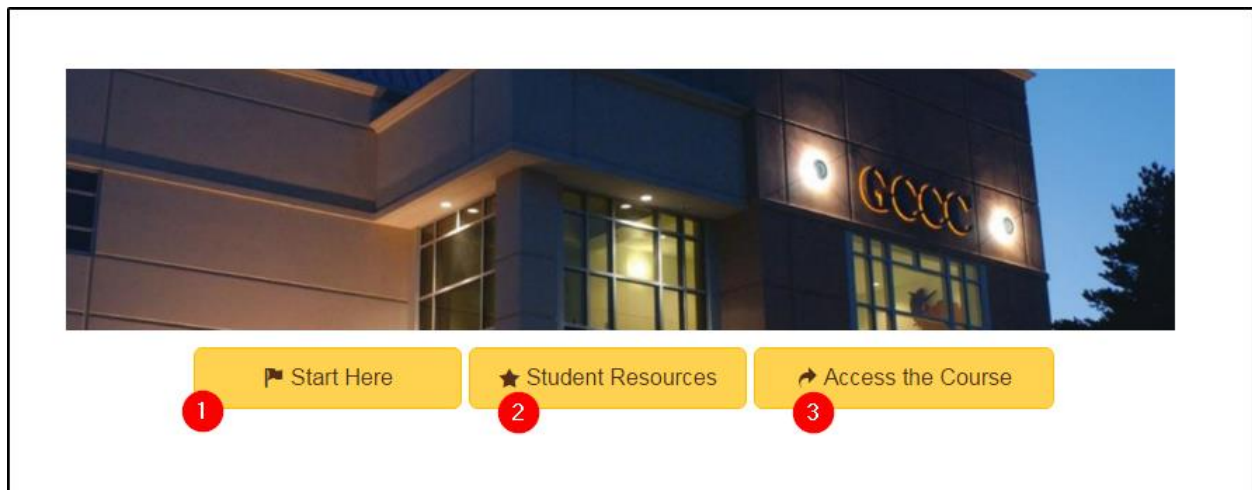If you have questions about your BusterMail account, click here for help: BusterMail

Inside Canvas: the Dashboard

You are now inside the Canvas Dashboard. All enrolled courses should be visible on the Dashboard.

1) Click on Dashboard to see classes.

2) Click on class tile to open course.
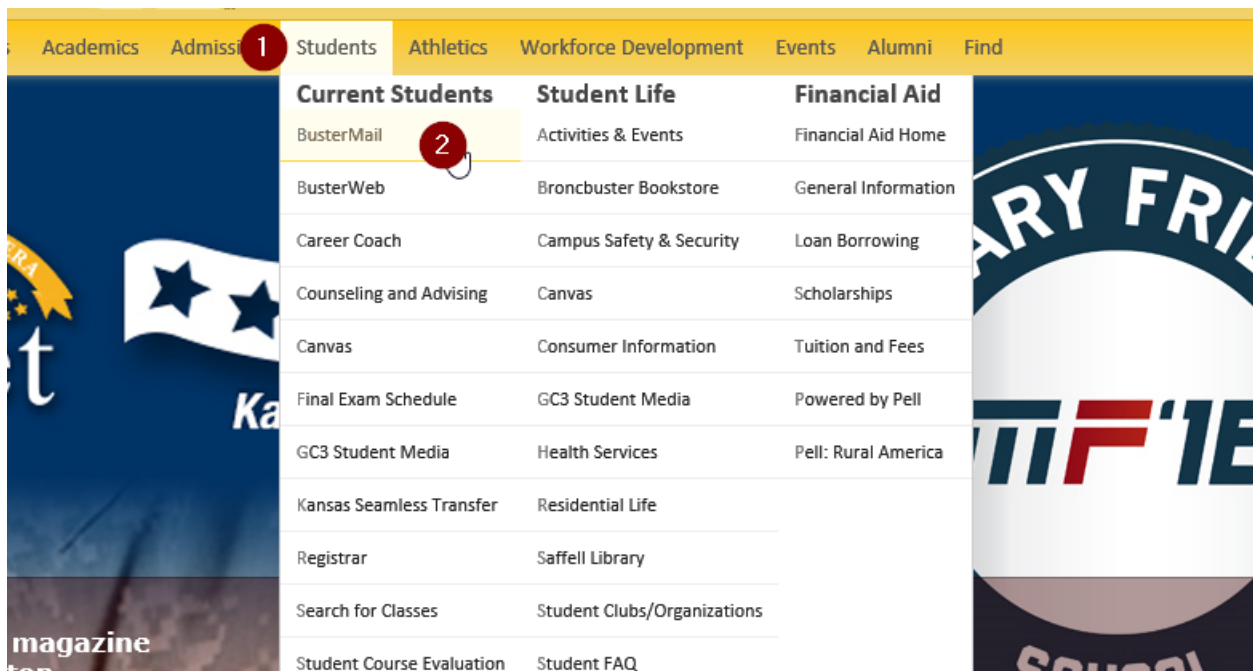

Inside the Course: This is the Home Page

1) Click "Start Here" to see textbook information, faculty bio, and more.

2) "Student Resources" provides an over view video of Canvas, Canvas Help Guides, tech requirements, Frequently Asked Questions, and more.

3) Click "Access the Course" when you are ready to begin working/exploring in your class.

How do I access Bustermail:

GCCC Students and Faculty can log in to their student email account by visiting the Student Page on the GCCC website: [Bustermail login](#). Your Bustermail account is powered by Google so it will take you to their page.
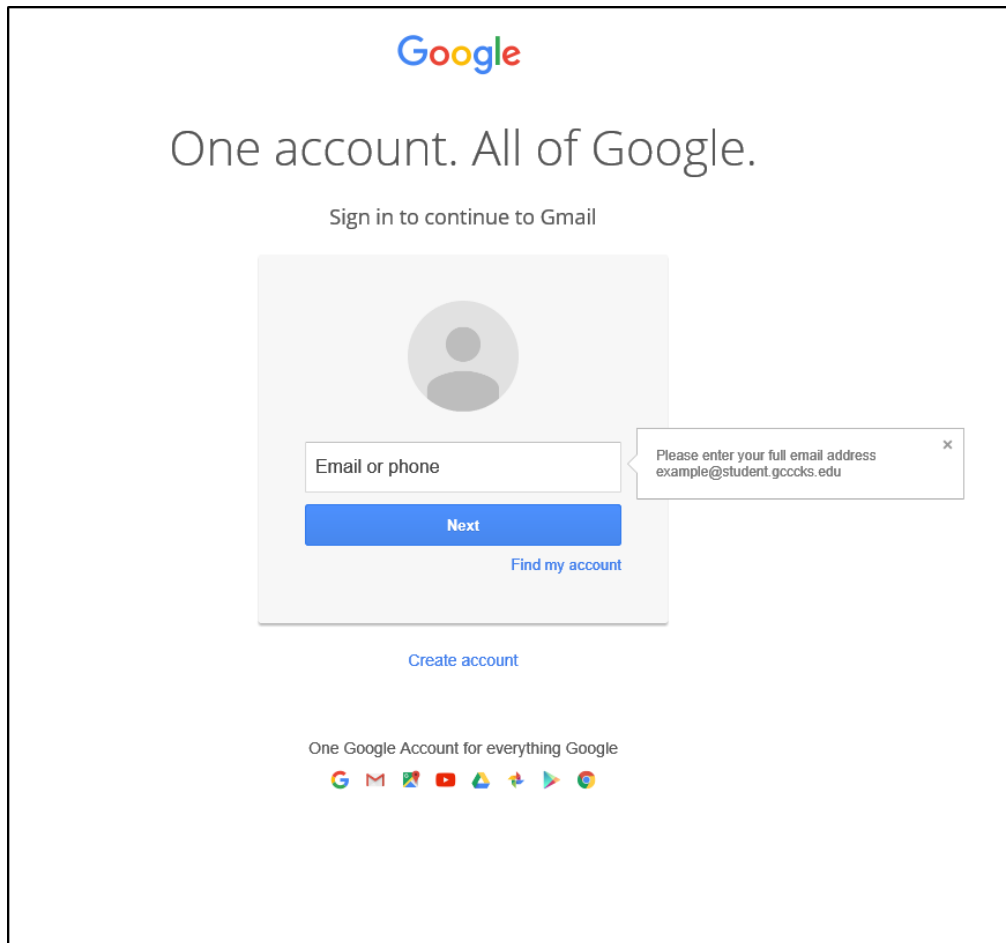
NOTE: Once you get to the login page, we suggest you bookmark it or add it to your Favorites, so it is easily accessible in the future!

Steps to Log-In to Bustermail:

1) Select "Students" on the GCCC website.
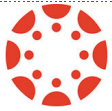
2) Click on the Bustermail link.

LOG-IN to BUSTERMAIL:

1) Enter your GCCC login. firstname.lastname@student.gcccks.edu
2) Click "Next"
3) Enter your GCCC network password. Your Password is the first initial of your first name (lowercase), the first initial of your last name (uppercase) and your birthdate (8 digits) in the MMDDYYYY format (i.e., if your name is 'John Doe' and your DOB is March 20, 1985, your password is jD03201985).

While changing your password is not required you may do so using the guidelines listed below:

- Cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Must be at least eight characters in length
- Must contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9) Non-alphabetic characters (for example,!, $, #, %)

CANVAS MOBILE – ANDROID& iOS PHONE

WHAT YOU NEED TO KNOW

1. **How to find and install the Canvas – by Instructure app.** The Canvas app is a free app.
2. **The layout on the mobile app is slightly different than on a web browser.**
3. **Not everything is available to access on the mobile app.**

INSTALLING THE **CANVAS – BY INSTRUCTURE** APP

*CANVAS HAS SEVERAL DIFFERENT APPS AVAILABLE IN THE APP STORE. TO ACCESS THE YOUR COURSES IN CANVAS, DOWNLOAD THE **CANVAS – BY INSTRUCTURE** APP.*
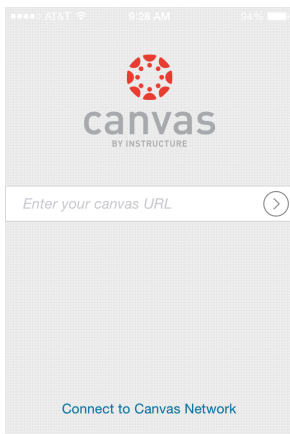
- To download the Canvas app, first go to the **Play Store** on your Android phone.
- Once in the Play Store, search for "**Canvas for Students---**by Instructure."
- To download the Canvas app, first go to the **App Store** on your iPhone.
- Once in the App Store, search for "Canvas --- by Instructure."
- The app that you will need to install will look like this:
- Select **Install**. Once the app has successfully installed, **open** the Canvas app.
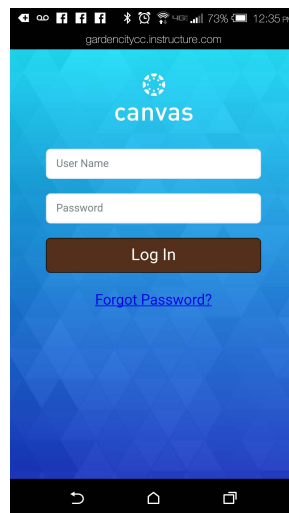
LOGGING INTO THE CANVAS APP ON ANDROID PHONE

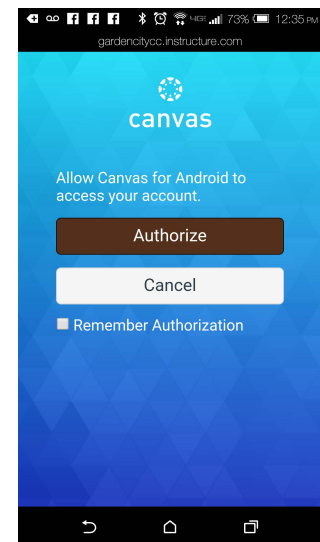*THERE ARE SEVERAL PAGES TO NAVIGATE BEFORE HAVING ACCESS TO YOUR CANVAS COURSES.*

1. Type in the canvas URL. For the mobile apps, **gardencitycc.instructure.com**

3. Select **Authorize** to get started.

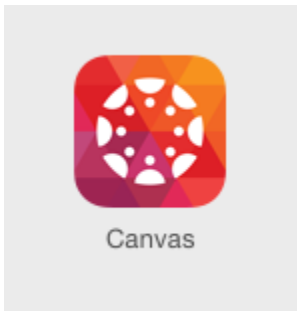2. Type in your **username** and **password**.

How do I log in to the Canvas app on my iPad?

You can use the Canvas app to log in to your Canvas account.

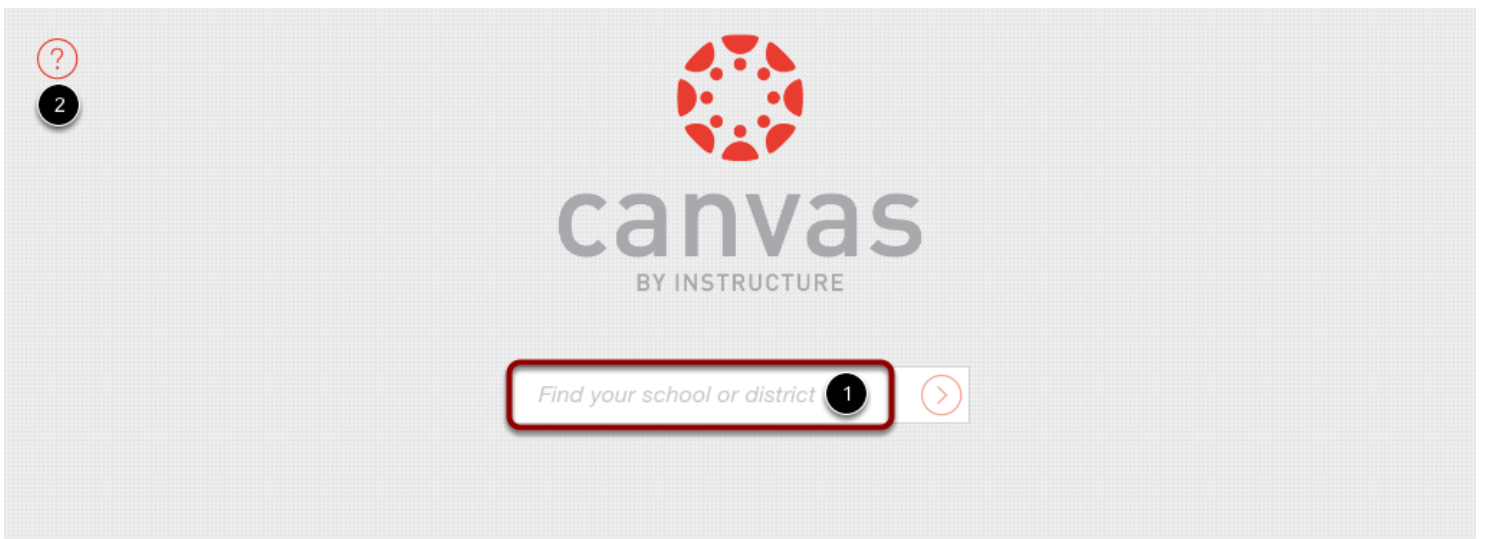Make sure you have downloaded the app from the iTunes store.

Note: You must have an account to log in to Canvas. If you don't have an account, view the Canvas sign-up lesson.

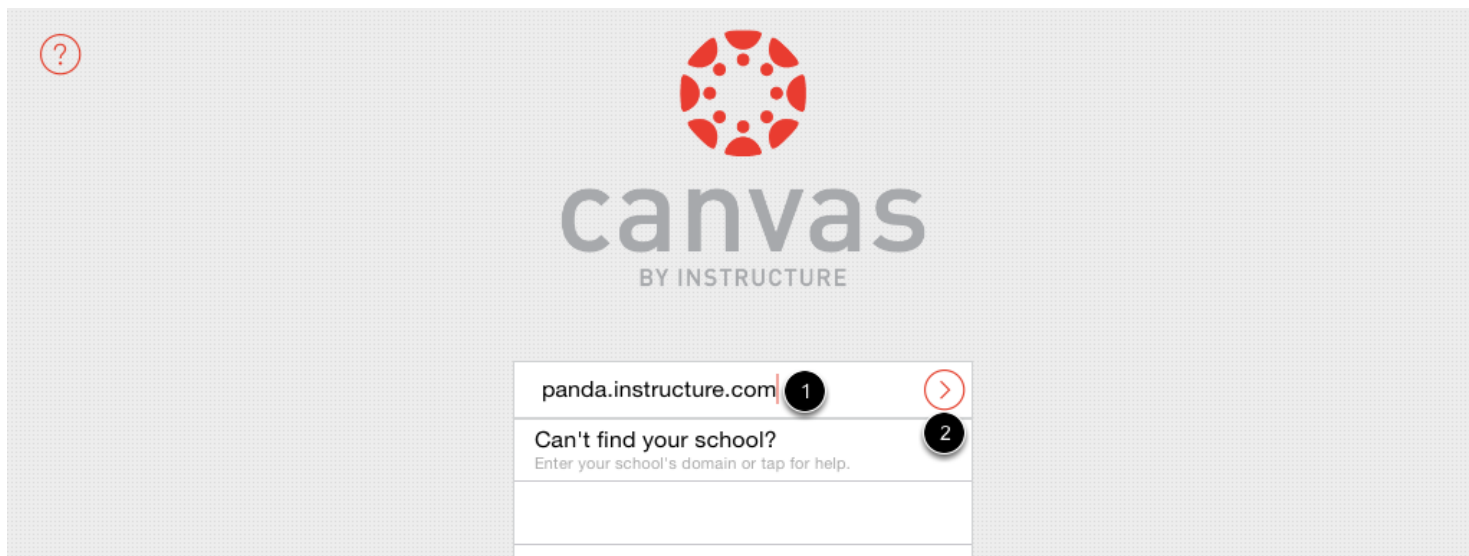## Open Canvas App

Open your iPad and tap the **Canvas** icon.

Open Search Field

Tap the search field [1].

Note: If you ever need help logging in to Canvas, tap the Help icon [2].

Enter Canvas URL

Enter your institution's Canvas URL in the search field [1].   **gardencitycc.instructure.com**
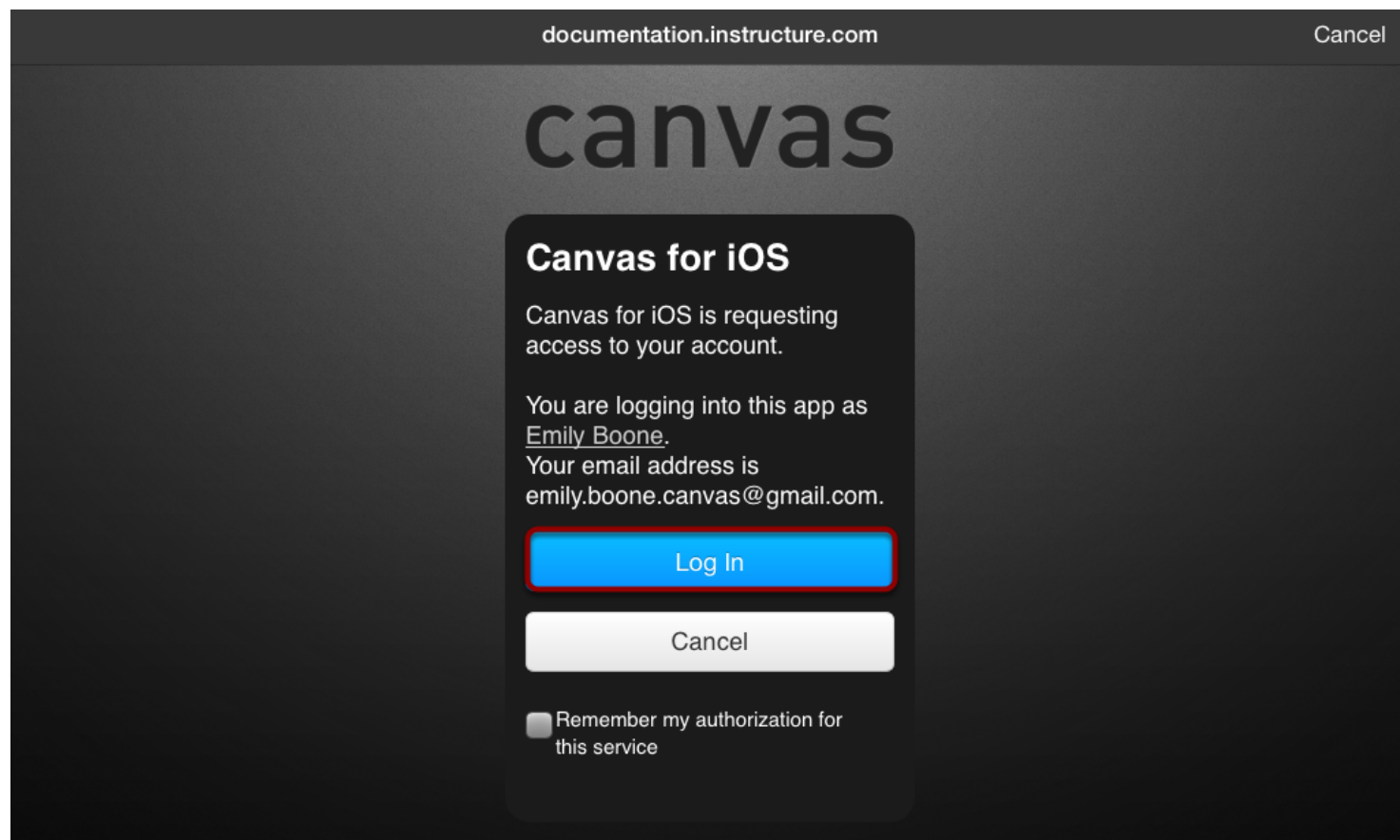
Tap the arrow button [2].

Enter Login Credentials

After you've located the GCCC account, you can view the Canvas URL at the top of the screen. Yours should say: **gardencitycc.instructure.com.**

Enter your **USERNAME** (Not email) [1] and password [2]. Tap the **Login** button [3].
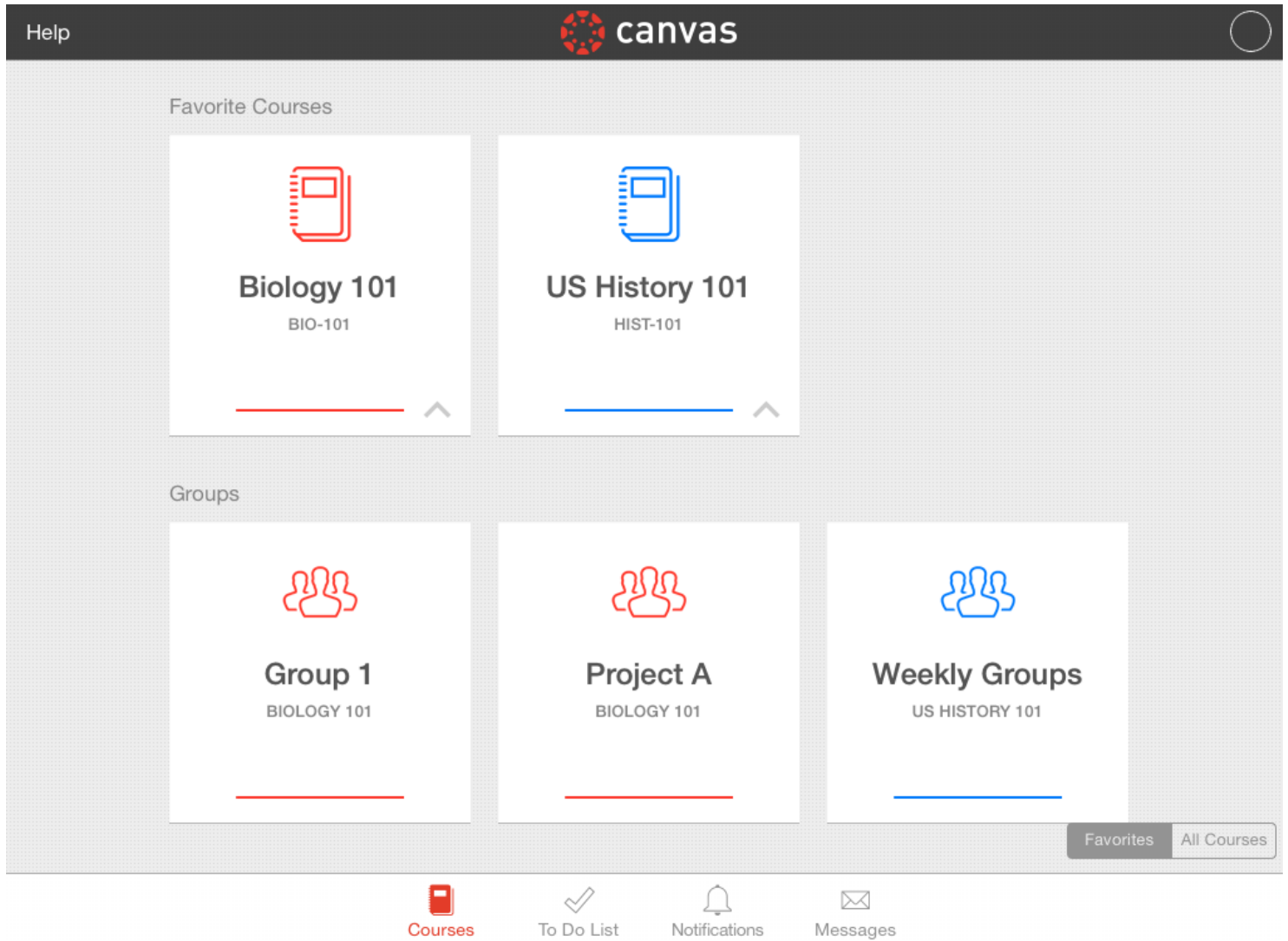
Notes:
- The Canvas email field credential varies according to institution. Some institutions may **require a username** or account number.
- **If your Canvas mobile login page does not show the reset password option, contact your institution if you need to reset your password.**
- If your institution requires you to log in to Canvas using their authentication system, you will be redirected to your institution's login page.

Log In

Tap the **Log In** button.

View Dashboard

View the Dashboard for your account.

Once you've logged in, learn how to use the Canvas app.

Learn how to sign in as multiple users.