

Steps for Log-In to myGWC

You can access MyGWC from any computer with a web browser and internet connection. Launch Internet Explorer or a browser of your choice such as Firefox.

Off campus – in the URL or address bar type in **myGWC.com**

or from the GWC homepage click on myGWC Log In on the navigation bar



Notice at the log in page (1) important links, and (2) important announcements for student, faculty and staff.

On campus – log in from the Bulletin Page. This takes you directly to your home page; however it will bypass the information on the myGWC login page (above) which can be very helpful.

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1. Click in the username box
2. Type your first initial last name; ex. John Doe = jdoe
3. Tab and type in your password (obtained by personal letter to students; Staff Development training/workshops for faculty and staff).

Note: If this is your first time logging in you will receive a message that your password has Expired. You will need to create your own personal password at this point AND answer 3 personal questions before proceeding.

Note: If you receive a message that access is Denied, you have 5 times to try to login. If not successful, wait an hour and try again. If unsuccessful, you will need to have your password reset by calling 1-866-679-4492. Your employee ID will be requested as identification (found on your check stub)

The Home tab

All staff of GWC have a Home tab that includes channels for (1) personal and GWC messages (coming soon), (2) access to the Bulletin, (3) access to your Outlook web access email, (4) quick links, (5) athletic announcements, and (6) a personal calendar (not connected to the Outlook calendar) and an area to create personal bookmarks.

The screenshot shows the myGWC Home page interface. At the top is a banner with the myGWC logo and palm trees. Below the banner is a navigation bar with 'Home' and 'Employee' tabs. The main content area is divided into several sections:

- Personal Announcements:** A box with the text 'There are no announcements' and a callout '1' pointing to the box.
- GWC Messages:** A box with the text 'There are no announcements' and a callout '2' pointing to the box.
- Quick Links:** A box with the GWC logo and the text 'QUICK LINKS'. Below it are several links: 'GWC On-Line Help Desk', 'Golden West College Website', 'Purchase a GWC Parking Decal', 'Order an Official GWC Transcript', 'GWC Financial Aid Information', and 'Pay Your Parking Citations Online'. A callout '4' points to the 'Quick Links' header.
- GWC Bulletin:** A box with the text 'News, events and other information for faculty and staff at GWC'. Below it are several announcements: 'GWC Theater Auditions for The Treasure of the Sierra Madre on 1/22 & 1/23', 'Mailroom Deadline 12 noon on December 18th', 'The 2008 Scholarship Handbook & Application for Students is Now Available!', 'GWC Gala Drawing - Win a 2008 Toyota FJ Cruiser Convertible', and 'Click here to view the full GWC Bulletin Board'. A callout '2' points to the 'GWC Bulletin' header.
- GWC Athletics:** A box with the text 'Golden West College Athletic Scores' and a callout '5' pointing to the box.
- E-mail:** A box with the text 'Outlook Web Access' and a callout '3' pointing to the box.
- My Calendar:** A box with a calendar for December 2007. The calendar shows dates from 01 to 31. A callout '6' points to the 'Events' section below the calendar.
- Word of the Day:** A box with the text 'A new word is presented every day with its definition and example sentences from actual published works.' and the Dictionary.com logo.
- Bookmarks:** A box with the text 'Bookmarks' and a callout '6' pointing to the box.

Depending upon your role; faculty, staff, advisor, or student you will have additional tabs

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All staff have an **Employee** tab

For staff who use Internet Native Banner and/or Self Service

Note: Upon changing your password in myGWC, your password automatically changes to the same in Internet Native Banner. Use myGWC to access (1) Self Service and (2) Internet Native Banner (INB) channels.

The screenshot shows the 'Employee' tab in the myGWC system. The top navigation bar includes 'Home' and 'Employee' tabs, with the date 'December 14, 2007' on the right. The main content area is divided into several sections:

- Banner Self-Service** (1): A link to 'Banner Self-Service' with a small icon.
- My Reports**: A message stating 'No reports are available to view at this time.'
- Banner INB Link** (2): A link to 'Banner INB' with a small icon.
- Finance Approval Alerts**: A message stating 'You have no documents pending approval.'
- Req's and PO's**: Links for 'Create a Requisition' and 'Check Available Balance'.
- Personnel Action Notices**: A table with columns 'Employee Type of Change', 'Effective Date', and 'Action'. Below the table is a 'Create New PAF' link.

For faculty, an additional **Faculty** tab provides channels for classroom administrative tools such as; (1) Blackboard shells (coming soon), (2) Class information including access to rosters, syllabi and class email, (3) schedule information, (4) enter final grades, and (5) resources for faculty & advisors.

The screenshot shows the 'Faculty' tab in the myGWC system. The top navigation bar includes 'Home', 'Faculty', and 'Employee' tabs, with the date 'December 11, 2007' on the right. The main content area is divided into several sections:

- My Courses** (1): A message stating 'Beginning in January 2008, this My Courses Channel will be activated. You will be able to view your courses, access your course home pages and other course-related materials, email your professors, and communicate with classmates.'
- Faculty Schedule** (3): A section for viewing the faculty schedule. It shows 'Today is: Dec 11, 2007' and a search box for 'Search (MM/DD/YYYY): 01/28/2008' with a 'Go' button. Below the search box, it shows 'Jan 28, 2008' and 'Unassigned Meeting Times: PSYC-G160, COLL-G100'. A 'Weekly View' link is at the bottom.
- Faculty Dashboard** (2): A section for viewing faculty dashboard information. It lists courses: 'Student Success' (COLL G100 Spring/Interession 2008), 'Human Growth & Dev' (PSYC G160 Spring/Interession 2008), and 'Diverse/Contempry Clsm' (EDUC G102 Spring/Interession 2008). Each course has a small icon and a 'Go' button.
- Faculty Grade Assignment** (4): A section for entering final grades. It lists courses: 'Student Success' (COLL G100 Spring/Interession 2008), 'Diverse/Contempry Clsm' (EDUC G102 Spring/Interession 2008), and 'Human Growth & Dev' (PSYC G160 Spring/Interession 2008). Each course has a small icon and a 'Go' button. A 'Final Grades' dropdown menu and a 'Go' button are at the bottom.
- Other Faculty Resources** (5): A link to 'Faculty Term Rosters'.

For further information, assistance, or workshop schedules, please contact Staff Development in Hum 108, or at 714-895-8180.