

My Gateway Password

“My Gateway” password is the single password that you will use to log in to and access the following accounts: WebAdvisor, Blackboard, Gateway student e-mail, and the Gateway wireless network. Even though the same password is used, you have to log in to each online service individually.

Additionally, the **security question** is a method of confirming your identity, either by the Internet or phone. It serves the same purpose as mother’s maiden name does with credit card companies.

It is a good idea to keep the security question unknown to no one but you—anyone who has this information along with your student ID, last name and birth date will be assumed to be you. If you have further questions about this, please contact Student Services.

How do I get a “My Gateway” password?

Set up your security question and answer with Gateway’s Student Services. You can give that question and answer to a Student Services staff member when you register. You will need the security question and answer to access your account for the first time and to reset your password. In addition, you may request a new or replacement “My Gateway” password through the WebAdvisor’s “What’s My Password?” link.

Forgot your password or did not receive a password?

- Click on the WebAdvisor icon, then click on the “What’s My Password” link on the bottom of the page and follow the directions.
- Fill in the first section (student ID, last name, and birth date) and check the box in the second section to have your password sent to you via US Postal Service.
- If you know what personal e-mail address Gateway has on file for you, fill in the first and third sections and your password will be immediately sent to that e-mail address. Passwords cannot be sent to student e-mail accounts.
- If you know your previously supplied security question and answer, fill in the first and fourth sections and your password will be immediately displayed on the screen.

Want to change your password? Go to WebAdvisor icon, log in, click on “Change My Password” under the User Account section and follow the directions.

Security question basics

You will use your WebAdvisor account to access or change your “My Gateway” password. To confirm your identity online or over the phone, Gateway uses a security feature in WebAdvisor called the “Security Question.” Make sure you have set up your Security Question in WebAdvisor. **To make it easier to obtain your password in case you forget it, you should set your security question and answer.**

1. Log in to WebAdvisor (www.gtc.edu/webadvisor)
2. Click on the Students menu option
3. Click on the Update Personal Information menu option
4. Review mailing address and update if necessary
5. Scroll down to “What is the Security Question”
6. Select a security question from the drop down list
7. Provide an answer to the question you selected (remember your answer, it will be used to reset your password online or for Gateway staff to verify your identity over the telephone).
8. Click Submit. If everything was completed you will be returned to the Students Menu. If not, the red text at the top of screen will indicate the required fields to be completed. Please complete them and click Submit again.

Forgot your security question answer? Options for receiving a new password are via U.S. Postal mail; going to the campus Student Services office, and using a picture ID; or through WebAdvisor using a previously supplied e-mail address.



Wireless computer information

Gateway offers all students free access to its own network and the Internet. To connect use the appropriate set of instructions to connect to “GatewayTC.”

Windows XP

1. Right-click on the wireless network icon located in the System Tray and select **View Wireless Networks**.
2. Select the **GatewayTC** wireless network and click **[Connect]**.
3. Open Internet Explorer and sign on using your Gateway login.

Windows Vista

1. Right-click on the wireless network icon located in the System Tray and select **Connect to a network**.
2. Select the **GatewayTC** wireless network and click **[Connect]**.
3. Click **Connect Anyway**.
4. Open Internet Explorer and sign on using your Gateway login.

Mac OS X

1. Click the **Wireless** icon in the top-tight corner of your screen and select the **GatewayTC** wireless network.
2. Open Safari and sign on using your Gateway login.

Windows 7

1. Left-click the wireless network icon located in the system tray.
2. Select **GatewayTC** and click “connect.”
3. Open Internet Explorer and sign on using your Gateway login.

Need Help?
Kenosha/Horizon Center
262.564.2800

Racine
262.619.6600

CATI
262.898.7536

Elkhorn
262.741.8700

Burlington
262.767.5700



Your guide to...



Blackboard



WebAdvisor



Student e-mail



Wireless computer



WebAdvisor

is an online service used by students to search and register for classes, track financial aid, print class schedules, access grades and

transcripts, and keep personal information up to date.

Accessing WebAdvisor

1 Using the Internet, enter Gateway's Web site address of www.gtc.edu and click on the WebAdvisor icon (pictured above); or the My Gateway icon, and click on WebAdvisor.

2 Click on "LOG IN."

- User ID: Enter your own Gateway-assigned seven-digit ID number.

Forget your student ID number?

Click on "What's My User ID?"

Then enter your last name, Social Security number, and birth date. Click on "Submit." WebAdvisor will return your student ID number.

- Password: Enter your My Gateway password, the same password you use for your e-mail, Blackboard, WebAdvisor and wireless access.

First-time WebAdvisor users can obtain a password by clicking on the WebAdvisor icon, then click on the "What's My Password" link on the bottom of the page and follow the directions.

Fill out sections 1 and 3; or Section 4 if you have set up a security question and answer.

Forget your security question answer? Don't have a security question and answer?

Options for receiving a new password (new users or continuing students) are:

- via U.S. Postal mail
- going to a campus Student Services office and using a picture ID
- through WebAdvisor using a previously supplied e-mail address

3 Once you've entered your ID and password, click on "submit."

Click on "students" to get to the menu to check grades, register, make payments, and update your personal information.

4 When you're finished, make sure to log out.

Wireless computer information is on the back of brochure.

Questions on WebAdvisor? 262.619.6300

For more information: 262.619.6300



Blackboard

Blackboard is your Web-based hub for course information such as syllabi, handouts, assignments, interactive discussion boards, and online tests. Blackboard use varies by program, course, and instructor.

If you are enrolled in an online class, all of your course content will be accessed through your Blackboard account. In addition, many instructors will add material to Blackboard to complement their on-campus classes. Be sure to find out how Blackboard will be used in your classes.

If you have an online course, this is your link to Gateway and that course.

1. Using the Internet, enter the Web site address of www.gtc.edu and click on the Blackboard icon or directly at <http://gtc.blackboard.com>.

2. Username: Enter your own Gateway-assigned seven-digit student ID number.

3. Password: Enter your My Gateway password, the same password you use for your e-mail, Blackboard and WebAdvisor. For other password questions, see the "My Gateway Password" panel of this brochure.

4. Click "LOG IN."

Questions on Blackboard? 262.564-3202, or distancelearning@gtc.edu

Wireless computer information is on the back of brochure.



Student e-mail

Do you know that all registered students at Gateway have an assigned e-mail account?

Student e-mail allows students to receive important information from Gateway including financial aid notifications, admissions status notifications, student activities announcements, and communications from instructors.

Look for your Gateway e-mail address on your class schedule. Student e-mail guidelines are covered in the student handbook under "Computing, Networking and Information Resources."

1. You will need your Gateway-assigned seven-digit student ID number.
2. Go to <http://mail.gtc.edu>.
3. Fill in the login screen.

User name:

Enter your Gateway student ID number.

Password:

Enter your My Gateway password—the same password you use for your e-mail, Blackboard and WebAdvisor.

For other password questions, see the "My Gateway Password" panel of this brochure.

Questions on student e-mail?

Betty Altenburg at 262.564.2972

Mike McCrary at 262.564.2982

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