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.

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t Us Academics Admission	Students In Athletics	Workforce Development	events Alumni I	Find
	Current Students	Student Life	Financial Aid	
	BusterMail	Activities & Events	Financial Aid Home	
	BusterWeb	Broncbuster Bookstore	General Information	
PRIZE FOR COMMUNITY COLLEGE EXCELLENCE	Career Coach	Campus Safety & Security	Loan Borrowing	15 8
TOP 150 2015	Counseling and Advising	Canvas	Scholarships	
3	Canvas	Consumer Information	Tuition and Fees	al.
	Final Exam Schedule	GC3 Student Media	Powered by Pell	
RURA COLLI	GC3 Student Media	Health Services	Pell: Rural America	
2014 Outs	Kansas Seamless Transfer	Residential Life		
	Registrar	Saffell Library		
ades awarded	Search for Classes	Student Clubs/Organizations		
	Student Course Evaluation	Student FAQ		
e Top 150, Military Friendly	Student FAQ	Student Handbook		
nmunity College Alliance, a	Title IX	Student Support Programs		
looks good at home in the trophy ca		Student Discount List		vī/web/status/8
		GCCC named	`Military F	riendly'

1. <u>Bustermail</u>

⊳ One account. All of Google.						
	Sign in to continue to Gmail					
	Enter your email	Please enter your full email address xample@student.gcccks.edu				
	Next Find my account	Email: blake.jones@student.gcccks.edu				
	Create account					

2. Busterweb

	LOG IN	MAIN MENU	CONTACT US
BusterWeb: I Your username is: firstname.lastname I 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). I 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).	k		

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: <u>Canvas Login</u>.

<u>NOTE:</u> 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!

GARDEN CITY	Need a Canvas Account? Click Here, It's Free!
User Name	
1	
Password	
2	
Stay signed in Forgot Password?	Log In
User Research Help Privacy policy Twitte	y Terms of service Facebook r
BY INSTRU	ICTURE

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: <u>Bustermail login</u>. Your Bustermail account is powered by Google so it will take you to their page.

<u>NOTE:</u> 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!

Academics	Admissi 1	Students	Athletics	Workforce Development	Events Alum	ii Find
		Current	Students	Student Life	Financial A	id
		BusterMail	2	Activities & Events	Financial Aid Ho	me
		BusterWeb		Broncbuster Bookstore	General Informa	TION FD
		Career Coac	h	Campus Safety & Security	Loan Borrowing	
	* •	Counseling a	and Advising	Canvas	Scholarships	
f		Canvas		Consumer Information	Tuition and Fees	
	Ka	Final Exam S	chedule	GC3 Student Media	Powered by Pell	
		GC3 Student	t Media	Health Services	Pell: Rural Amer	ica / / / / / / / / / / / /
/	241 14	Kansas Sean	nless Transfer	Residential Life		
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1. 1.	Sec. 1	Search for C	lasses	Student Clubs/Organizations		
magazine	1.1	Student Cou	irse Evaluation	Student FAQ		Spines)

Steps to Log-In to Bustermail:

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

Google					
One account. All of Google. Sign in to continue to Gmail					
Email or phone Please enter your full email address example@student.gcccks.edu x					
Next Find my account					
Create account					
One Google Account for everything Google G M 🕅 🗅 👍 🥠 👂					

LOG-IN to BUSTERMAIL:

- 1) Enter your GCCC login. <u>firstname.lastname@student.gcccks.edu</u>
- 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:
 - \circ 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 <u>Android</u> 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 <u>iPhone</u>.
- 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.



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**

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







3. Select Authorize to get started.



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

	documentation.instructure.com	Cancel
	canvas	
1	Email	
2 3	Password	
4	I don't know my password	

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 $\underline{\text{USERNAME}}$ (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

Help		🔅 canvas		\bigcirc
	Favorite Courses			
	Biology 101 BIO-101	US History 101 HIST-101		
	^	^		
	Groups			
	283	283	2295	
	Group 1 BIOLOGY 101	Project A BIOLOGY 101	Weekly Groups US HISTORY 101	
			Favorite	es All Courses
	Courses	To Do List Notifications	Messares	

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.

