

Name \_\_\_\_\_

GTC Log-In \_\_\_\_\_

## ***Logging in to GTC4me***

*(Contains information and links important to students including timely college news, registration, and financial aid. You can also find a link to Blackboard and your GTC issued student email.)*

### **GTC4me – finding the username**

Due to federal privacy laws, we're not able to provide information like that via email. You can determine your username by accessing our main website: [www.gvltec.edu](http://www.gvltec.edu).

- Click on the GTC4me link at the top of the screen.
- In the **Login Instructions for Students** portion of that screen, the fourth paragraph says: *If you do not know your username, **click here**.* You will be prompted for your last name and your full social security number.
- 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.
- **EXTREMELY IMPORTANT STEP!**  
Please be sure to add "**gts\**" in front of the username when you log into GTC4me.  
Example: Username: gts\your-username (**example: gts\smithja**)  
Initial Password: last 6 of ss# (**example: 234567**)  
*Please note the backslash is **above** the <enter> key and not the one on the key with the question mark.*

## ***Logging in to Blackboard***

*(Contains information directly related to students' class(es). All academic classes include the use of Blackboard.)*

- Locate and click on the **Blackboard** access link.
- Next enter your **username by itself without the gts\ prefix.**
- 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 webpage. 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 TechFix.

- Click the link on [www.gvltec.edu](http://www.gvltec.edu) at the very bottom of the page labeled "Technical Support."
- Call (864) 250-8000 select Option 2 **twice** and then Option 6.
- Visit the TechFix ticket page at <http://gvltec.edu/8226/>
- Click the Technical Support link on GTC4me.

## Dean of Early College and Special Programs

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## Academic Program Director

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## 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. The office is located in the Student Center.

## Tutoring 1-to-1

Tutoring Central 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 <http://gvltec.edu/tutoring-resources/> for more information.

## Library Information

Libraries are located in the TRC (building 102) on the Barton Campus, rooms 103-105 in building 202 of the Brashier Campus, rooms 120-122 in building 301 of the Benson Campus, and in room 103 of the Northwest Campus. For hours and other information, visit <http://www.gvltec.edu/library>

Early College students are required to have GTC Library cards and must complete the application. Students can apply for library cards by visiting any GTC Campus Library with proper identification. They may also contact their high school's designated liaison to receive application forms.

## Computer Labs

At all campus locations, GTC offers staffed computer labs to help students as they complete coursework. Computers are loaded with Microsoft Office programs and academic software that support 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 <http://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. The ID card must be in the student's possession at all times when the student is on campus. Students should present a copy of their class schedule and Government-issued photo ID to receive a student ID card. Students may acquire an ID card at the Campus Police ID Office in Campus Police Headquarters, located in the J. Verne Smith Technical Resource Center (TRC/102) Suite 121. More information is available on the web at <http://gvltec.edu/studentID/>.

## Parking Decals

Student decals are distributed by the College Police Department. On the Barton Campus, decals are available from the ID Office located in the TRC Building (102) Suite 121, Monday through Thursday 8 a.m. to 4:30 p.m., and Friday 8 a.m. to 1 p.m. On the Brashier, Benson and Northwest Campuses, decals are available from the Safety Officer on duty at each campus.

## Student Decals—*White Line* space only

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.

To use Parchment Exchange **to request your transcript** go to: <http://gvltec.edu/transcript-requests/>