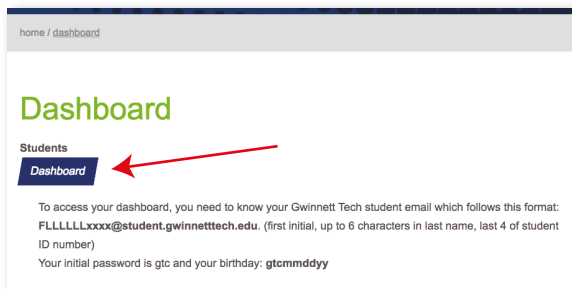


Gwinnett Tech Dashboard and Email

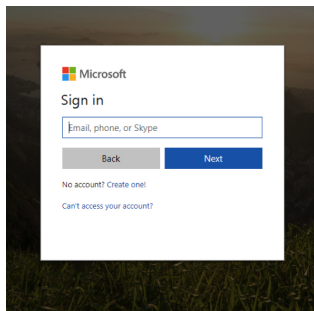
NOTE: Your dashboard and email account becomes active for your setup 48 hours after being accepted as student.

To setup your Dashboard and email account:

- 1 Navigate to <http://www.GwinnettTech.edu/dashboard> and click on the **Dashboard** link

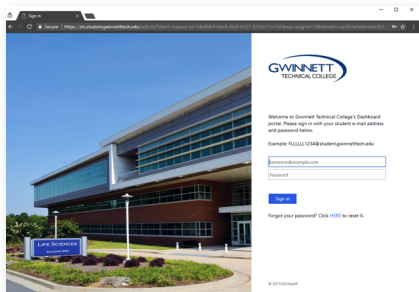


- 2 **Enter your Gwinnett Tech email on the login page.**
Your Gwinnett Tech email account will follow the format **FLLLLLxxxx@student.gwinnettech.edu**



F= first letter for first name
LLLLLL = first six letters of your last name
xxxx= last four digits of your Student ID (900) number then click NEXT. It will prompt and ask if it is a "Work or School account" or "Personal account." Click "Work or School account." Once selected, it will take you to the Gwinnett Technical College portal.

- 3 **Enter the default password: gtcmmddy**
gtc = the letters gtc in lowercase
mmddy = your birth date, using 2 digits for the month and day, and last 2 digits of your birth year

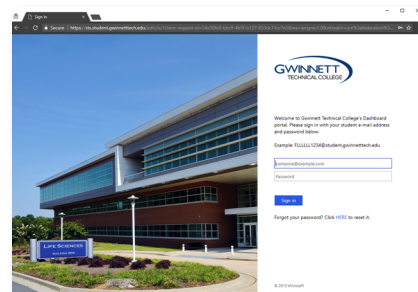


- 4 First time logging in? You'll be asked to click **Verify Now** for password recovery options.

Check your student email on the Dashboard

Check your email often – every day is best!
Your student email is the official communication at the college.

- 1 Login to Dashboard



- 2 Then click on the email icon for email access



Using computers on campus

Your student email address at Gwinnett Tech is the same as you use for logging in to your Dashboard.

If you need assistance or are having trouble accessing Dashboard (logging in or accessing student email), please visit the front desk in Building 100 at the Lawrenceville campus or the front desk in the atrium at the Alpharetta-North Fulton campus and ask for the Student Help Desk.