

# Setting Password

1. Go to <http://www.gpc.edu/getmylogin> and select the “Set Password” option.

## Get My Login

Your GPC username and password is required to access the following:

E-mail, password-protected GPC websites, wireless network access, iCollege, Student Information System (SIS) and your web directory.

New users and user accounts reset by the [OIT Service Desk](#) retrieve your login, set your secret questions, and set your password.

[Set Password](#)

Current users, **who KNOW their current password**, change your password and/or reset your secret questions.

[Change Password](#)

Current users, **who do NOT know their current password**, set your password by answering your secret question(s)

[Forgot Password](#)

### HELP!

For further assistance please contact the [OIT Service Desk](#).

2. Fill out the form with the required information and then hit “Submit”.

## Get My Login

Last Name	<input type="text"/>	<small>Two last names? Enter both without the hyphens (Smith-Jones would be Smith Jones)</small>
Last 4 SSN digits	<input type="text"/>	
I do not have a Social Security Number (SSN)	<input type="checkbox"/>	
GPC-ID	<input type="text"/>	<a href="#">What's my GPC-ID?</a>
Date of Birth	Month <input type="text"/>	Day <input type="text"/> 1900 <input type="text"/>

By pressing Submit below, you agree to abide by all applicable federal, state and local laws and regulations, and policies of the [Board of Regents](#) for the University System of Georgia, and [college policies](#). Further, you agree that you have fully read and understand the [Appropriate Use of IT Resources](#).

[Submit](#)

- Once you've filled out the form, it will show your account information. If you own more than one account, then all of the accounts you own will come up. For example, the user below is an employee as well as a student, so both of the accounts came up. Select **"Set this Password"** next to the account that you want to set up.

### Get My Login

Type	GPC Username	Action	Email
Employee	user	<a href="#">Set this Password</a>	firstname.lastname@gpc.edu
Student	user2	<a href="#">Set this Password</a>	user2@student.gpc.edu

- The GPC Policy Acceptance page will come up. Please select "I Understand".

### GPC Policy Acceptance

By clicking on the "I Understand" button below, I acknowledge that Georgia Perimeter College (GPC) uses the GPC-provided (gpc.edu) email account to communicate official business with students, faculty and staff. Personal email accounts will not be used for official business with the college. Therefore, I also acknowledge that GPC policy requires all faculty, staff and students to access their GPC-provided email account on a frequent basis to ensure that these communications are received in a timely manner. The policies are available on the [institutional policy web site](#).

[I Understand](#)   [I don't accept GPC's Policy](#)

**Note:** Before setting your password, you are required to create three (3) Secret Questions. These will be used if you need to reset a forgotten password. The system will guide you through creating your Secret Questions.

- It will then prompt you to set up your secret questions. Hit "Save" after each question.

### GPC Secret Question Configuration

Now we need to create your three (3) secret questions.

Select Question Number 1:

Select a Question

Answer:

[Start Over](#)

## GPC Secret Question Configuration

Your current selections:

Question 1: Who is your favorite fictional or cartoon character?

Select Question Number 2:

Select a Question 

Answer:

Save

Start Over

## GPC Secret Question Configuration

Your current selections:

Question 1: Who is your favorite fictional or cartoon character?

Question 2: Who is your favorite musician, artist, or band?

Select Question Number 3:

Select a Question 

Answer:

Save

Start Over

- Once you've set up your secret questions, you can proceed on to setting your password. Click on the "Set Password" link.

## GPC Secret Question Configuration

Now let's set your password: [Set Password](#)

7. On the next page, you will need to enter and confirm your new password. Click on “Change Password”.

## Set Password ... user - firstname lastname

### GPC Password Policy

1. Length 8 - 16 characters
2. Passwords cannot contain 3 or more characters of the user's account name or full name
3. Passwords cannot contain your Webmail secret question

### Contain 3 of the following 4 character sets

1. Uppercase Letters ( A - Z )
2. Lowercase Letters ( a - z )
3. Numbers ( 0 - 9 )
4. Punctuation and other characters: ~ ! @ # \$ % ^ \* ( ) \_ - = { } | [ ] \ : ;

### Cannot contain

1. spaces
2. < or the &
3. Non-English characters

Enter New Password

Confirm New Password

Change Password

8. You will then be prompted to verify whether or not you want to change the password. Click “OK”.



9. If your password meets the criteria, then it will say that it's been successfully changed. If your account is inactive, then you will get an error that says, "ERROR: User Account is IN-ACTIVE".

