



Great Lakes Christian College

Intellectual, Spiritual & Personal Growth



Technology Handbook

2023-2024

STUDENT EMAIL (GMAIL)

GLCC provides every student with a new Student Email ending in GLCC.edu. The student uses email for multiple logins across systems.

1. The email will be the first two letters of the student's first name, followed by the student's last name (ex. John Doe = jdoe@glcc.edu).
Professor's emails contain only the first letter of their name followed by their last name (ex. John Doe = jdoe@glcc.edu).
2. Students sign into their email at **gmail.com**.
3. A student will be provided with a temporary password by the GLCC Tech Department. Upon initial login, students are required to change their password.
4. If a student needs a password reset, a request can be submitted at techsupport@glcc.edu.
5. A student's unique studentemail@glcc.edu will serve as their login for multiple systems at GLCC and serve as the main point of communication between students and their GLCC staff and faculty.
6. TIP: Students can use their new EDU email for some worthwhile discounts. See: <https://www.dealnews.com/features/discounts/student-discounts/>

MOODLE

<https://glccmoodle.com/moodle/>

GLCC uses Moodle as its online class interaction software. Students must use Moodle to receive and submit assignments for many courses.

Setting up a Moodle account:

1. Go to the login screen and select "Login"
2. Use the first part of the student email for the username. (Ex. jdoe) **without** the @glcc.edu.
3. The Tech Department will provide a temporary password and the student will be required to update to a private password immediately upon initial sign in.
4. Once signed in, the student selects the three stacked lines in the top left of the screen. And select "Site Home."
5. From here students can search for and enroll themselves into their courses. (If their professors have not done so already).
6. For assistance with Moodle, send an email to techsupport@glcc.edu.

BLACKBAUD

Blackbaud provides the central portal for student information system, learning management system, and education management system. Students will access Blackbaud to view their application and enrollment status, student schedule, billing, grades, student life events, etc.

GLCC will create a student's initial profile for Blackbaud when he or she applies using a personal email. Once accepted as a student at GLCC, students will receive a student email (see above) which will serve as their login for Blackbaud, replacing their personal emails access to our systems.

Sign In:

1. Students will use their student email as their login.
2. Blackbaud uses a convenient "one click" sign in option allowing students to login with their Gmail account. In this case, the student's Gmail account will be their student email.
3. Select "log in with Gmail" and enter studentemail@glcc.edu credentials.
4. The student now has access to Blackbaud with their @glcc.edu email.

ONLINE LIBRARY DATABASE ACCESS

The GLCC Library provides students with access to multiple online databases. The links for them can be found at <https://www.glcc.edu/academic/library/>.

To sign into EBSCO Databases:

1. Select the EBSCO link from the GLCC library website:
<https://www.glcc.edu/academic/library/>.



2. Initial Login
 - a. Initial login on campus
 - Select "Sign In" at the top right of the webpage
 - Under "welcome Back" Select "Sign Up"
 - Select "Continue with Google"
 - Sign in with your student email.
 - b. Initial login off campus
 - use login info:

- UserID: greatlakescc
Password: library!24
- Select Sign in
- Select “Sign In” at the top right of the webpage
- Under “Welcome Back” Select “Sign Up”
- Select “Continue with Google”
- Sign in with your student email.

3. To sign in after initial login, simply select “Sign in with Google” and choose the appropriate account. For help, email techsupport@glcc.edu.

To sign into ProQuest Database:

1. Select the ProQuest link from the GLCC library website:
<https://www.glcc.edu/academic/library/>.



2. The username and password are located in the icon:
 - a. Username is the student’s GLCC email address.
 - b. Password: eBooks2study