INFORMATION TECHNOLOGY
NEW USER ORIENTATION
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GC Network Account

- New users are assigned a Network Account with username and password
- Usernames consist of first name initial and full last name, e.g. jdoe
- Common usernames have a number added, e.g. jode2
Manage GC Network Password

To manage your GC network:

• Click **IT Password Reset** ([https://passwordreset.gc.cuny.edu/](https://passwordreset.gc.cuny.edu/))
  - Use "**Change Your Password**" to **update** your expired password (current password required)
  - Use "**Forgot Your Password**" to **reset** your password if don’t know your password
Manage GC Network Password – Cont’d

- For Forgot Your Password, you are required to provide:
  - Employee ID Number
  - Month of Birth, Year of Birth
  - Personal Email Address (@gc.cuny.edu will not be accepted)
- An Verification code will be sent to your personal email
- Enter the Verification Code to confirm your identity on the Password reset page
- Enter New Password and Confirm the new password
- Click Submit to change your password

Note the Password Complexity Requirements
GC Network Account Set-up

- Account usernames are assigned:
  - To students 3 – 5 days after CUNYfirst account is created for admitted students
  - To faculty & staff, by completing the Employee Network Account Request Form

- Initial password and e-mail address for students:
  - Once the account has been configured, an e-mail containing the network and e-mail account information will be sent to the applicant’s e-mail address that they provided on their application

- Initial password and e-mail address for faculty/staff:
  - The staff member who submitted the request for the account will receive an e-mail containing the account information. It is the responsibility of the initial requestor to provide the information to the faculty/staff member
GC Network Account Set-up – Cont’d

• Select a new password that conforms to the following:
  – 8 to 15 characters
  – at least one upper case letter
  – at least one lower case letter
  – at least one number or special character
  – Password should not contain any part of your username
  – Password cannot be the same as the last three passwords used

• GC network account passwords expire every 180 days.
Email Account

The Graduate Center provides the following email accounts:

• Central faculty and staff receive a GC Email Account
  (e.g. jdoe@gc.cuny.edu)

• Students receive an Office 365 Email Account
  (e.g. jdoe2@gradcenter.cuny.edu)

• Non-central faculty receive a GC email address that points to their home institution email box
Faculty & Staff Email Accounts

• To access, open **Outlook** on any GC computer
• The GC e-mail address is: [jdoe@gc.cuny.edu](mailto:jdoe@gc.cuny.edu)
• Email quota is **10GB**
• To check e-mail remotely, use **Outlook Web Access** (OWA)
  – Go to the [GC IT Website](#)
  – Click **Services** (left panel) and scroll down to
  – Click **Faculty/staff email**
  – Enter your **GC Username** *(jdoe)* and **Password**
Student Email Accounts

- To access, navigate to https://outlook.office.com/
- The GC student e-mail address is: jdoe@gradcenter.cuny.edu
- Enter email address and password
- Validate your Multiple Factor Authentication
  - 6 digit security code via MS Authentication App
  - 6 digit security code via SMS
  - MS Authentication App Push method approval

Check MS Authentication FAQ for additional info
Manage Student Email Password

Before students can use the Office 365 Self-Service Password Reset tool, registration is required at http://aka.ms/ssprsetup.

• Use Office 365 credentials to sign-in. A window appears, instructing users to provide and verify either mobile number, alternate email address, or both.

• Configure a mobile phone number by clicking “Set it up now” next to “Authentication Phone is not configured.”
  – Enter the desired contact phone number and choose to receive texts or calls. A confirmation text will be sent to the contact phone number. Enter the verification code in the box and click Verify.

• Configure authentication email by clicking “Set it up now” next to “Authentication Email is not configured.”
  – Enter the desired external contact email address (don’t use GC or Gradcenter email address). Click “email me.” A message containing a verification code will be sent to the desired contact email address.
  – Enter the verification code received in the email. Click Verify.

Once authentication methods are configured, click Finish.
Manage Student Email Password - Cont’d

After registering an account with Office 365, go to https://passwordreset.microsoftonline.com to reset the Office 365 password.

- Enter user ID
- Enter the verification characters in the box provided
- Click Next
- Select the desired contact method to obtain a verification code
- Enter the verification code
- Proceed to the next verification step
- Choose a new password
GC Public Computers

• Computers for student use are located throughout the Library and in student areas throughout the building

• Available computers:
  ➢ **Dell desktops** running Windows 10
  ➢ **Apple Macs** running Big Sur
GC Printers

- Printers are available for students in the library and student areas
- Printer release stations are in the library
- Printers are available for staff in the program and administrative offices
Wireless Access

• There are two wireless networks at the Graduate Center:
  – the **GCcommunity** wireless is the secured and encrypted preferred network for GC network account holders
  – the **GCguest** wireless network is unsecured and unencrypted
IT Services

IT Services should be your first point of contact for technical assistance.

Contact us by emailing ITServices@gc.cuny.edu or by:
- Going to the GC Portal (www.gc.cuny.edu/Portal)
- Clicking on IT Services Self-Service

The self-service portal will allow you to request assistance from IT via a simple web form.

Emergency calls are received at 212-817-7300 during:
- Fall and Spring, 9:00 am to 5:00 pm, Monday to Friday
- Summer, 9:00 am to 5:00 pm, Monday to Thursday
CUNYFirst Login

- The **CUNYFirst Login** connects students, faculty and staff with various information materials, resources, amenities, benefits and special discounts.
  - The CUNYfirst username format is first.lastXX@login.cuny.edu
  - Note: XX are the last 2 digits of the EMPLID.
  - Use the **Forgot Password** to reset your CUNYfirst password

- For new user, you need to **claim your account** before you will be able to login

- You can use your CUNYfirst account to download for free [Office365](https://www.office.com) and **McAfee anti-virus** software.
GC IT Website Services

• Website services is a platform that allows easy creation of websites for a variety of purposes including conference and group sites, CVs and personal sites, and general interest blogs.

• Go to [https://www.gc.cuny.edu/information-technology/services](https://www.gc.cuny.edu/information-technology/services), click Website Services.
GC IT Website

Explore the [GC IT Website](#) for more information about IT resources and contact info. **Bookmark [GC IT Website](#) for quicker access.**
IT Services provides a list of services that are accessible to the GC Community such as Backboard, Zoom, Qualtrics, Listserv, etc.
IT Frequently Asked Questions

IT Frequently Asked Questions provide information on a variety of IT topics and resources such as Password Reset, Printing, hardware and software standards, etc.
IT Policies and Procedures

IT Policies and Procedures are guidelines specific to hardware and software resources provided to the GC Community.
FOR TECHNICAL ASSISTANCE, CONTACT IT SERVICES:

Email: ITServices@gc.cuny.edu
Online: IT Services Self-Service
Chat: IT Services LiveChat

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