Students:

How to sign into GBC computers, GBC Student email, Microsoft Office , Adobe & Library Databases:

Your account is only active only while you are enrolled into credit classes

Active students may use Office on GBC campus and personal computers (steps 5-7)

What is my initial password?

- The first three letters of your last name, with the first letter capitalized, followed by
- The first three letters of your first name, with the first letter capitalized, followed by
- Your birthday date (***NOT month***) and last two numbers of year:

  For example, if your name is Megan Reed and your birthday is March 6th 1999, then your initial password will be ReeMeg0699. Birthdays, such as the 6th that only contain one number, will contain a zero in front (06).

  If you have any issues with your credentials, please contact helpdesk at 775-327-2170 to verify your account information.

1. If on campus, you may use your account to log onto GBC computers. Type your 10-Digit ID and password. This will be the same password as your email and library databases:

# Using Rapid Identity to reset password

2. To reset your password visit HTTPS://ARMS.ELKO.GBCNV.EDU. This will work both on campus and at home. If you are using a GBC machine there will be a "GBC-RapidIdentity" icon on the desktop. *Your username and password will be the same 10-Digit ID and password used to log into the computers.*
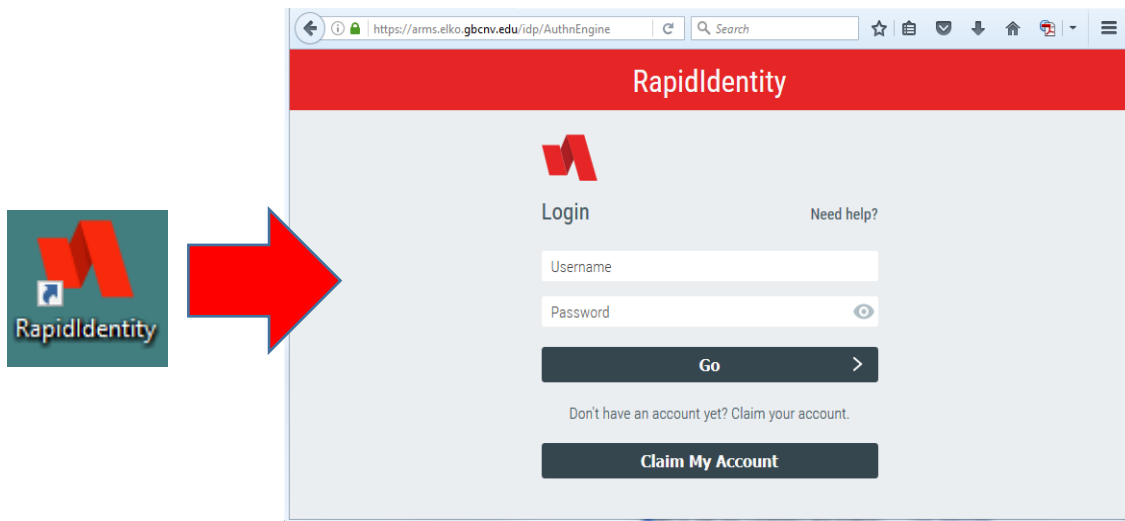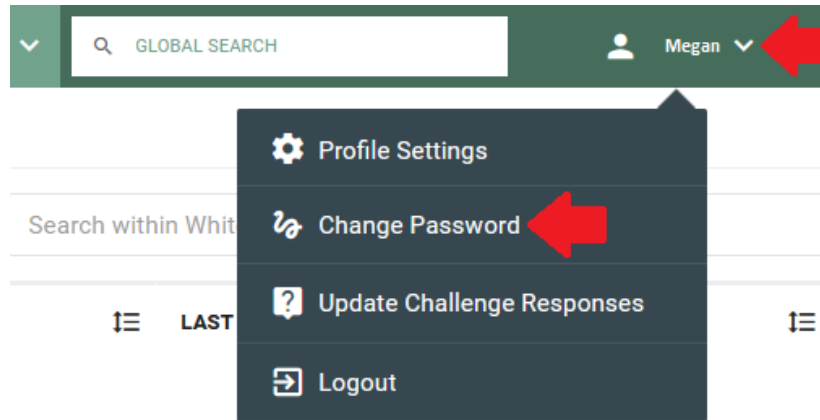

3. Create your Security Questions

   1st one will an answer, then click the 2nd one, "YOUR CHOICE". You will create your own question and answer, then click save:
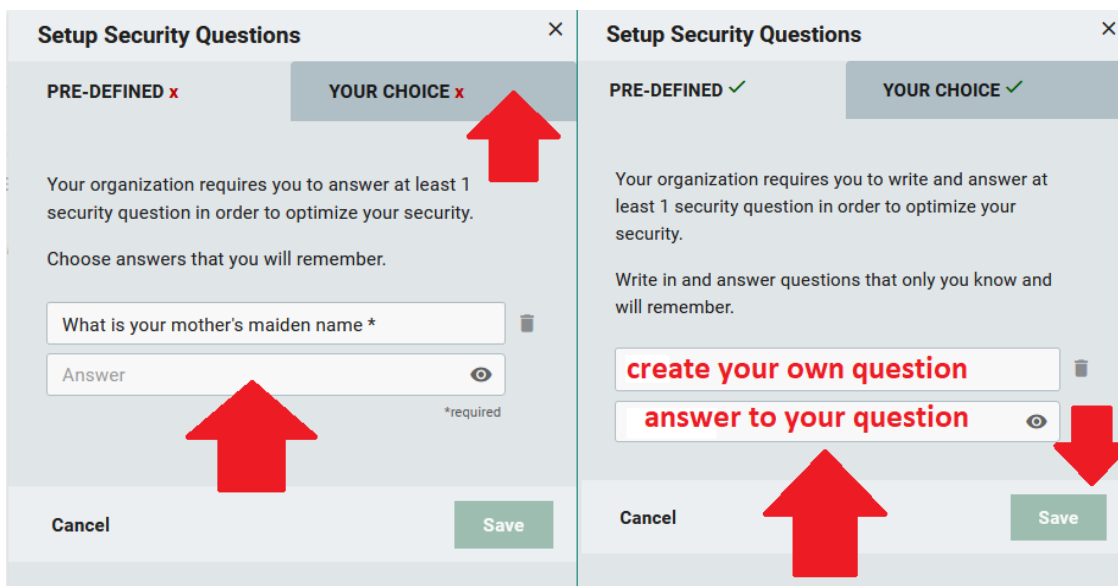
4. Click your name and "Change Password":

"CURRENT PASSWORD" may be your birthday default or which ever password Helpdesk provided to you. You will then enter your new password and confirm it once more:


This will change your password that you will use for your GBC student email, library database, computer login & Wi-Fi. You will also use it for Microsoft Office & Adobe on GBC computers and at home if needed.

What is my student Google email?

5. You will use your Google email to sign into Microsoft Office (Word, Excel, PowerPoint) & Adobe Acrobat.
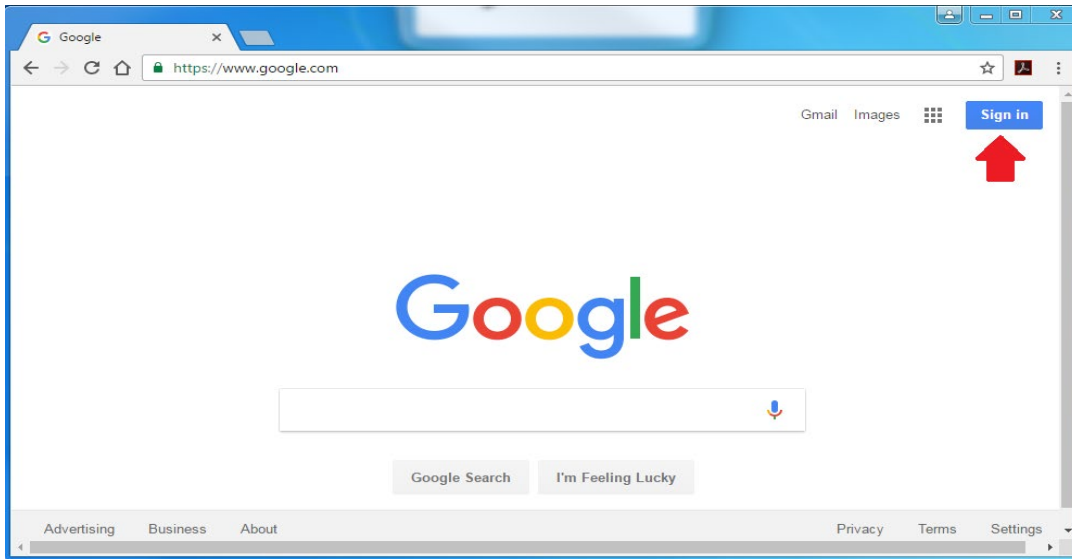
   Log into Rapid Identity from Step 2. Click on your name and select "Profile Settings":
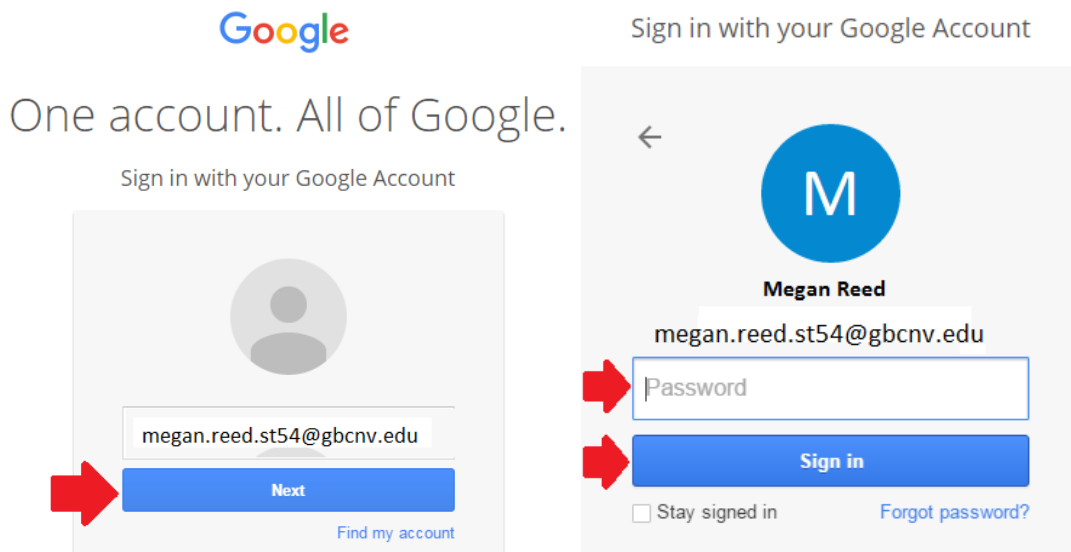
   HTTPS://ARMS.ELKO.GBCNV.EDU
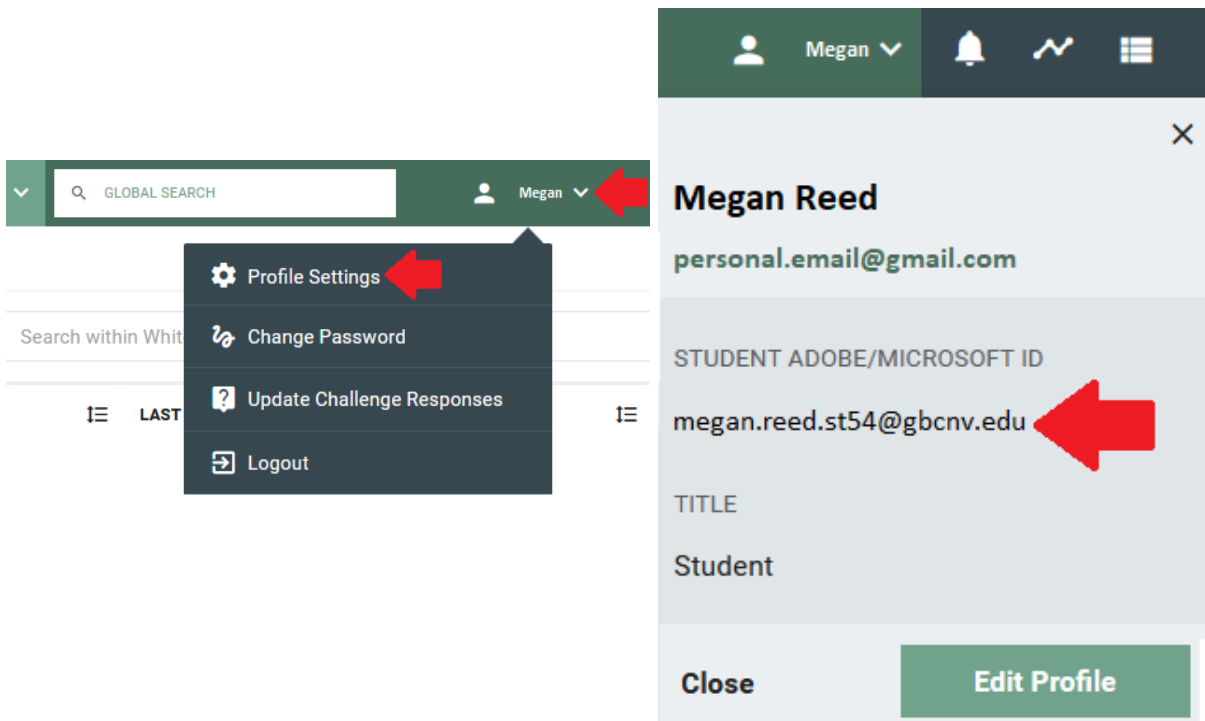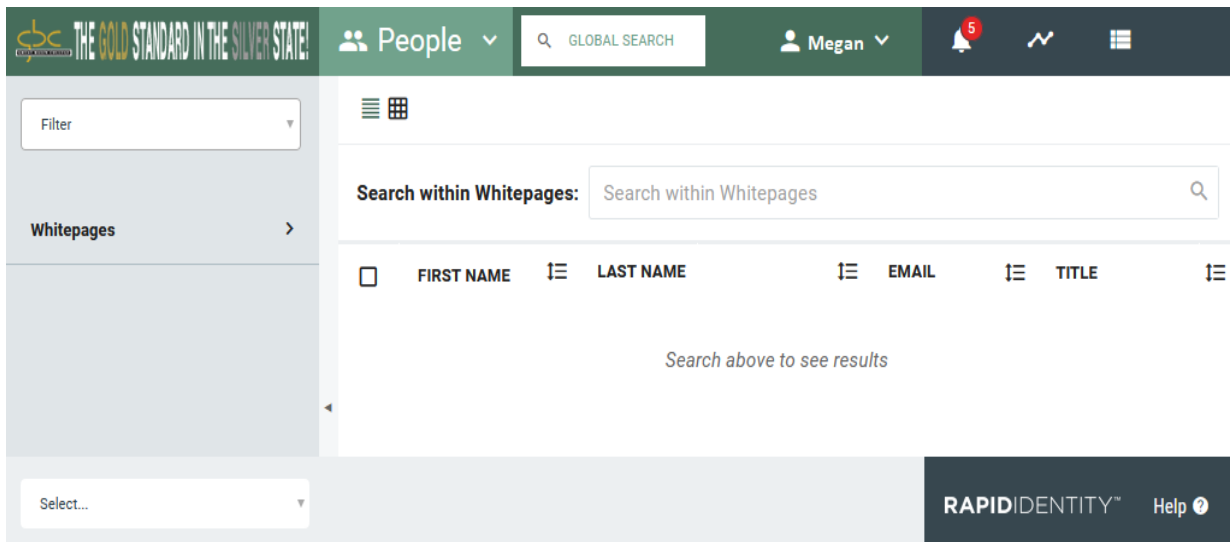
Logging into GBC Student email

6. You may visit www.google.com to login from any computer, including from home. Once there, select "Sign in".

Enter the GBC student email you received from step 5. Enter the same password from step 4: Password will be the same as the Library Database & Computer Logins:

first.last.stXX@gbcnv.edu

You will be required to accept a Google agreement before you may use your email. Google may offer to setup emergency contact infromation for password resets. Since GBC administrates these passwords, we ask that you skip this process.
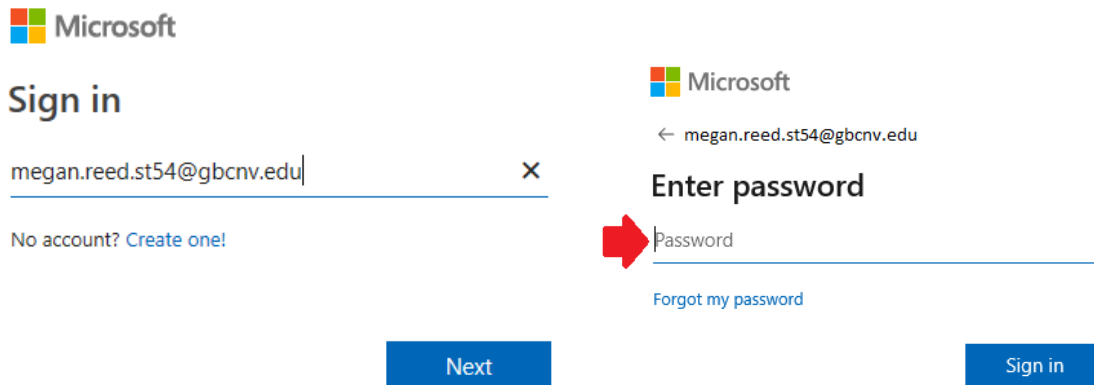
How to Sign into Office:

7. You will click Sign in and use your GBC Student email, use the same password created from step 2. If you are at home and/or on a personal device, you may go to www.office.com and sign in with the same credentials to download Office:
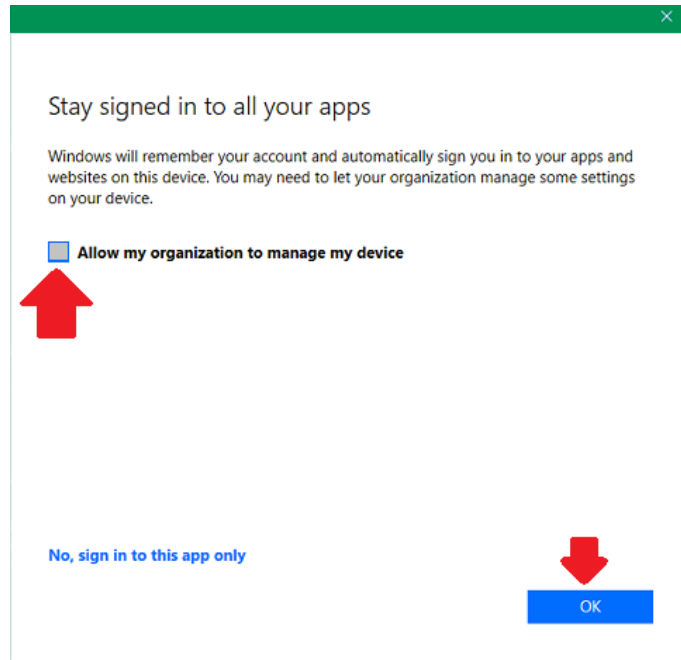
Active students will be able to use Office on GBC and personal devices.
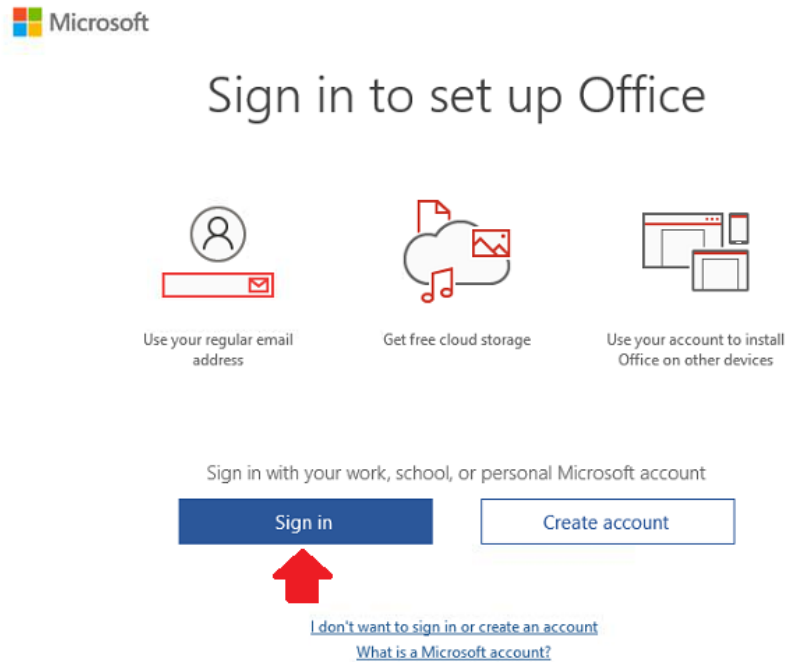
Enter your GBC student email, then enter password:

If you receive the following window, uncheck "Allow my organization to manage my device" or it may fail to activate:
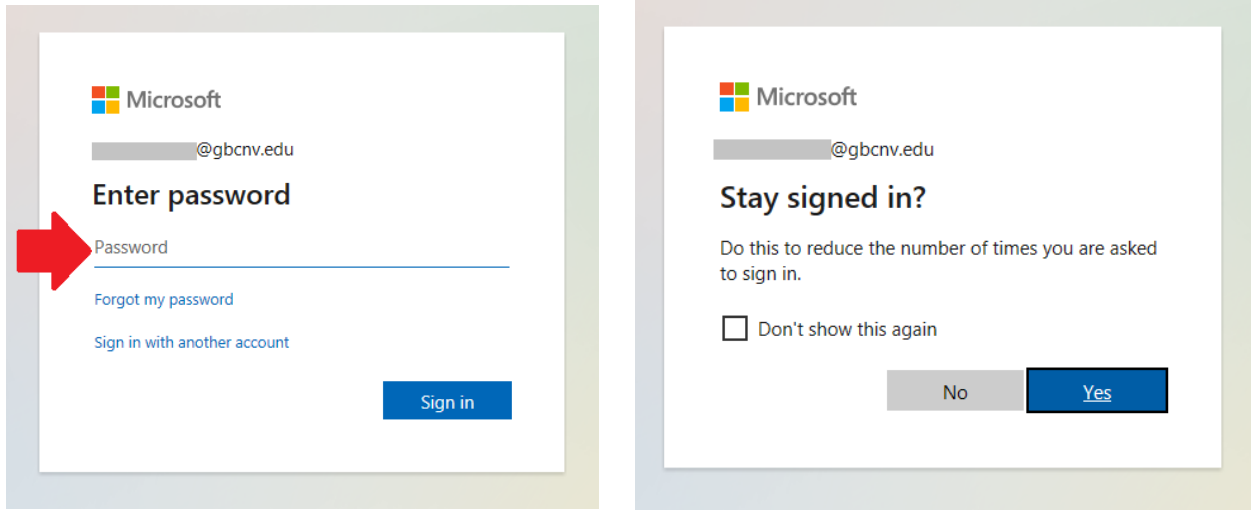

How to Sign into Adobe Acrobat for on campus only:

8. If you need to use Adobe Acrobat for editing PDFs on campus, you will be required to sign in using the same GBC student email. You will enter your email, select "Continue", then select "Company or School Account":
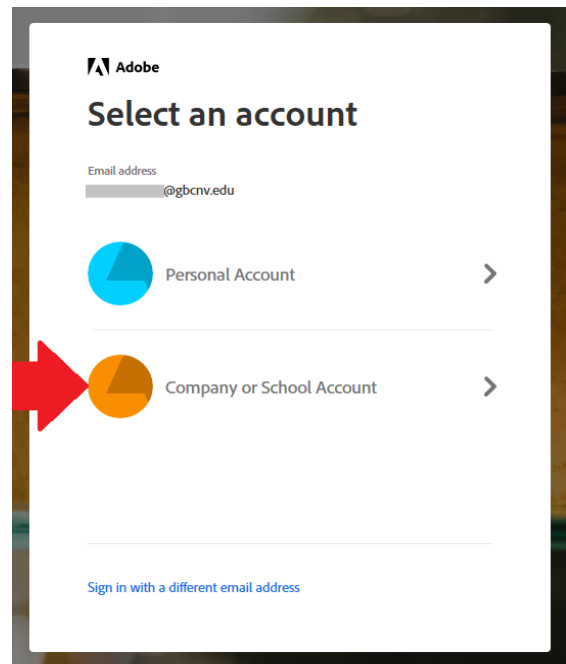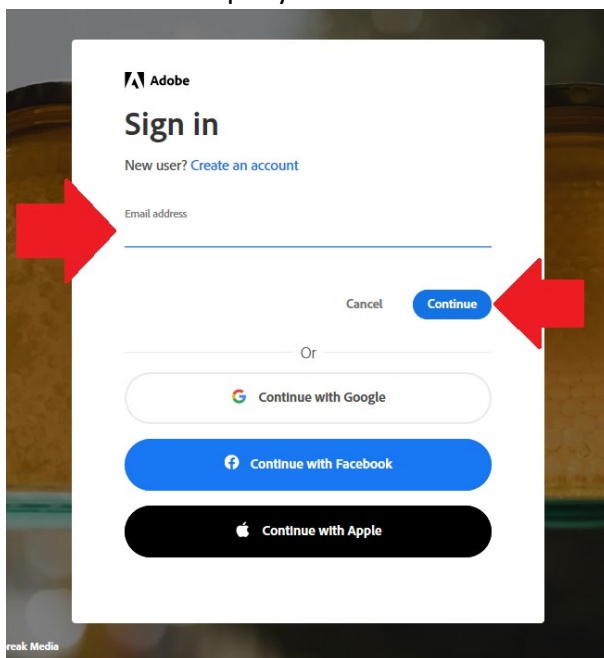
Enter your email once more, then your password:

You should only need to use Adobe Acrobat if PDF editing is required. If you are only needing to read or view a PDF you may use Foxit, which does not require a sign in.

How to sign in to Library electronic resources like databases:

9. When viewing library databases from home and off campus, you will be required to sign in using your GBC student email to view them. This will be identical to Office & Adobe Microsoft login page.

Enter your GBC student email, then enter password: