



## Students:

### How to sign into GBC computers, GBC Student email, Microsoft Office & Adobe

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

#### 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 6<sup>th</sup> 1999, then your initial password will be ReeMeg0699. Birthdays, such as the 6<sup>th</sup> that only contain one number, will contain a zero in front (06).

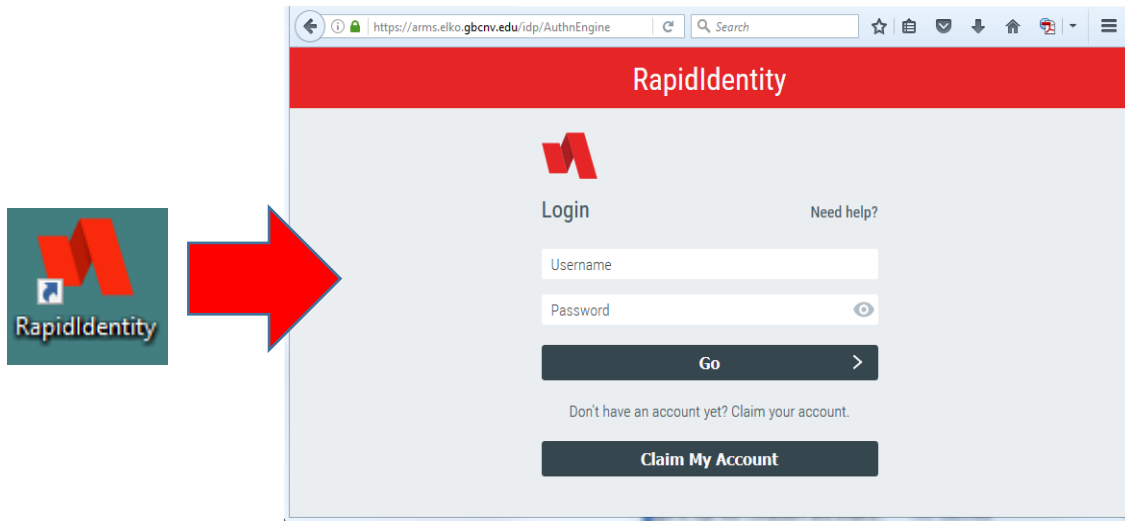
If you have any issues with your credentials, please contact helpdesk at 775-327-2170 to verify your account information.

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:

A screenshot of the GBC OES Network login interface. At the top is the GBC logo. Below it, the text 'Log on to OES Network' is displayed. There are two input fields: the first is labeled 'Username' and has a red arrow with the number '1' pointing to it; the second is labeled 'network password' and has a red arrow with the number '2' pointing to it. To the right of the password field is a red arrow with the number '3' pointing to it. Below the password field, there is a link that says 'Did you forget your password?' and a link that says 'Show Advanced Options'.

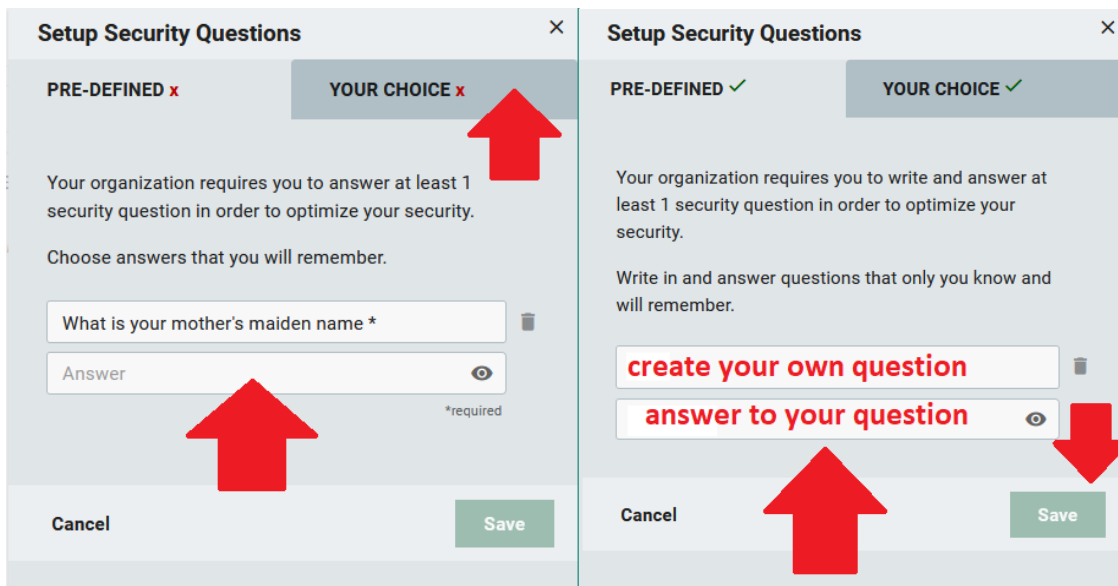
## Using Rapid Identity to reset password

2. To reset your password visit [HTTPS://ARMS.ELKO.GBCNV.EDU](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.**

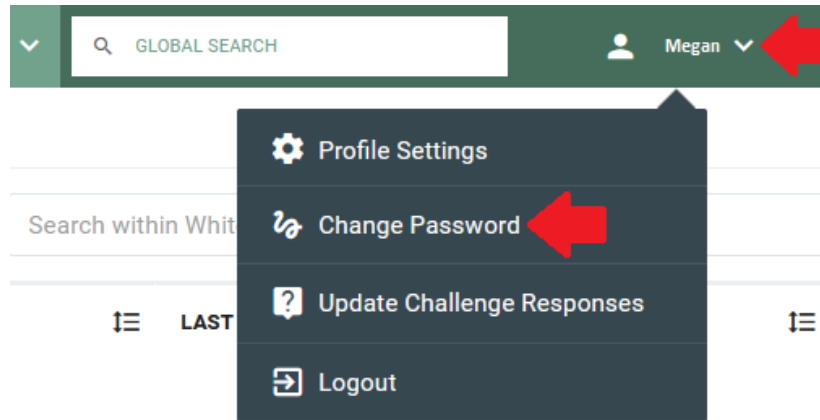


3. Create your Security Questions

1<sup>st</sup> one will an answer, then click the 2<sup>nd</sup> 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:

A screenshot of a 'Change Password' form. The form includes a 'Default Password Policy' section with a list of requirements: at least 8 characters, at least 1 uppercase letter, at least 1 lowercase letter, at least 1 number, and no character can be repeated sequentially more than 3 times. Below this are three input fields: 'CURRENT PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD', each with a red arrow pointing to it. To the right of the input fields is a box titled 'Your new password MUST be:' containing three checked items: '8-255 characters long', 'Minimum 1 uppercase letter', and 'Minimum 1 lowercase letter'. Below this box is a 'Do NOT use:' section listing: Telephone, Title, Email, Username, Last Name, Full Name, Display Name, and First Name. A red arrow points to this list. At the bottom of the form are 'Cancel' and 'Save' buttons.

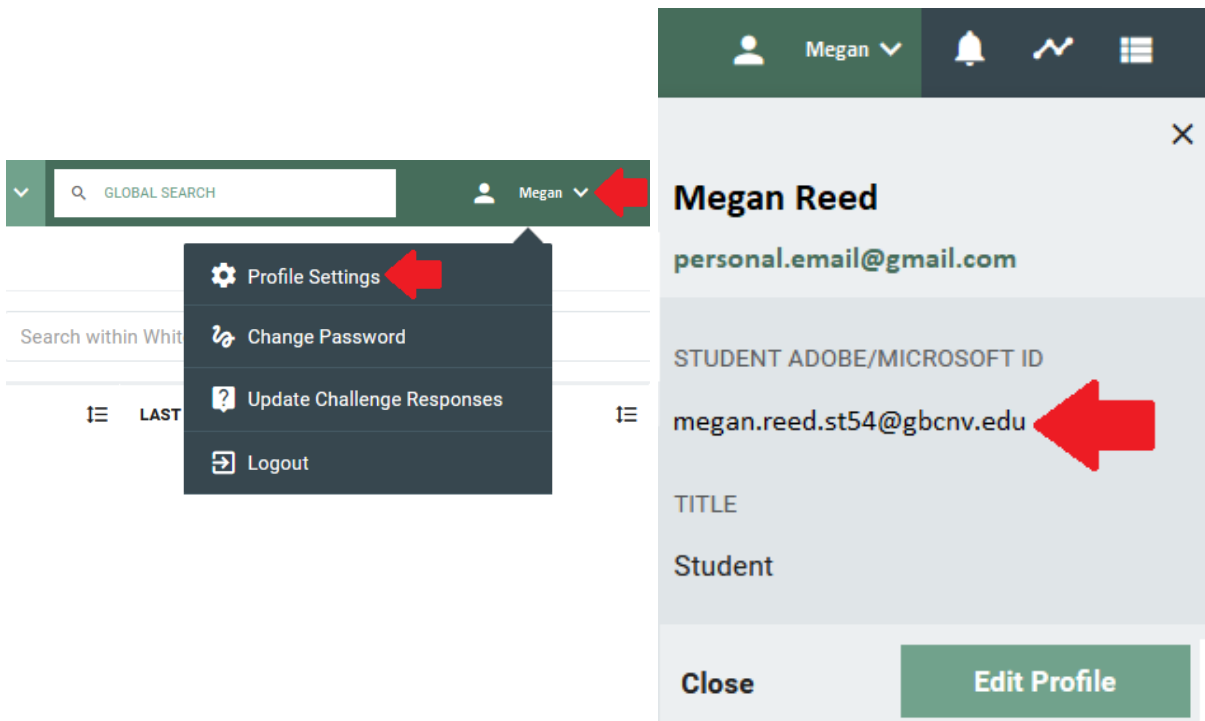
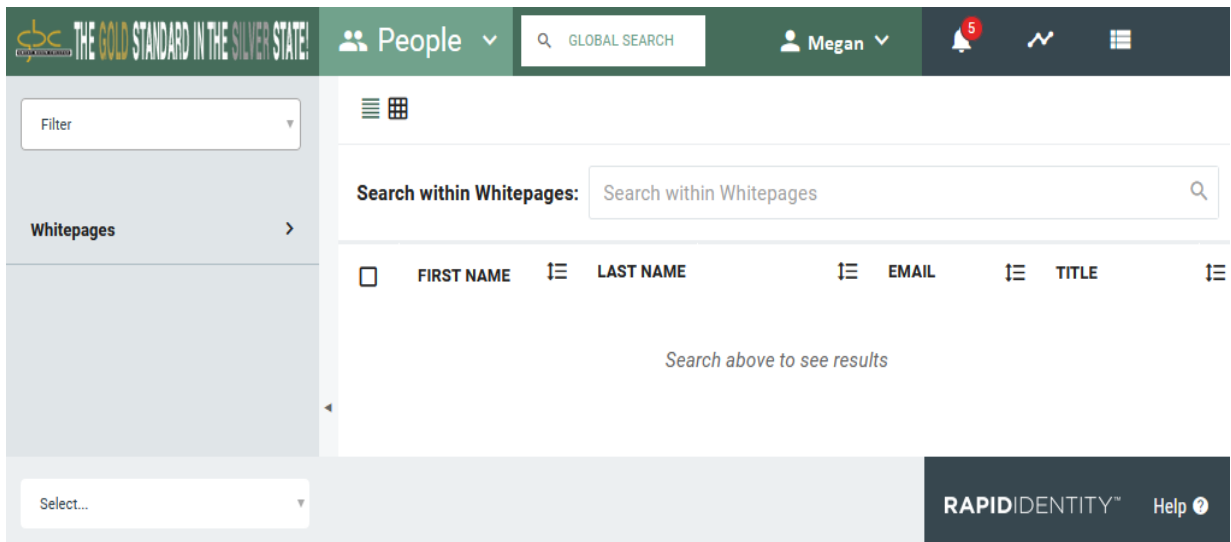
This will change your password that you will use for your GBC student email, library database, computer login & Wi-Fi. You will also use it for Microsoft Office & Adobe on GBC computers and at home if needed.

# What is my student Google email?

- 5. You will use your Google email to sign into Microsoft Office (Word, Excel, PowerPoint) & Adobe Acrobat.

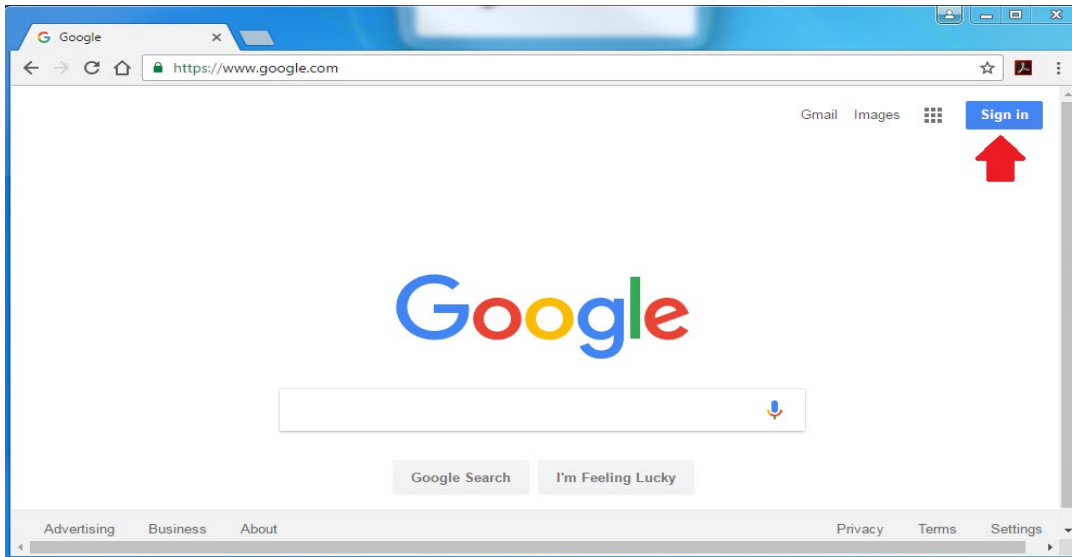
Log into Rapid Identity from Step 2. Click on your name and select "Profile Settings":

[HTTPS://ARMS.ELKO.GBCNV.EDU](https://arms.elko.gbcnv.edu)



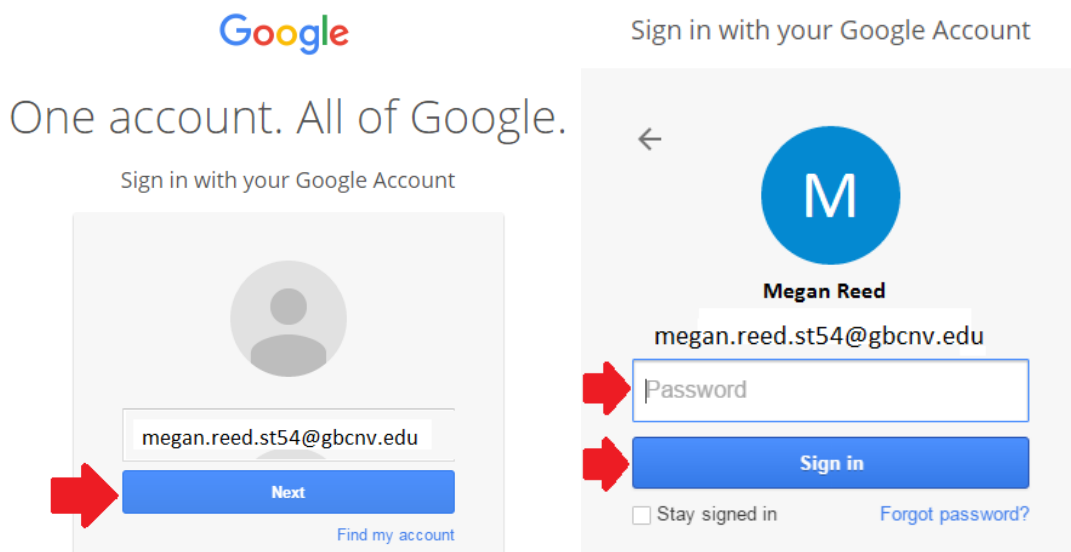
## Logging into GBC Student email

6. You may visit [www.google.com](https://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:

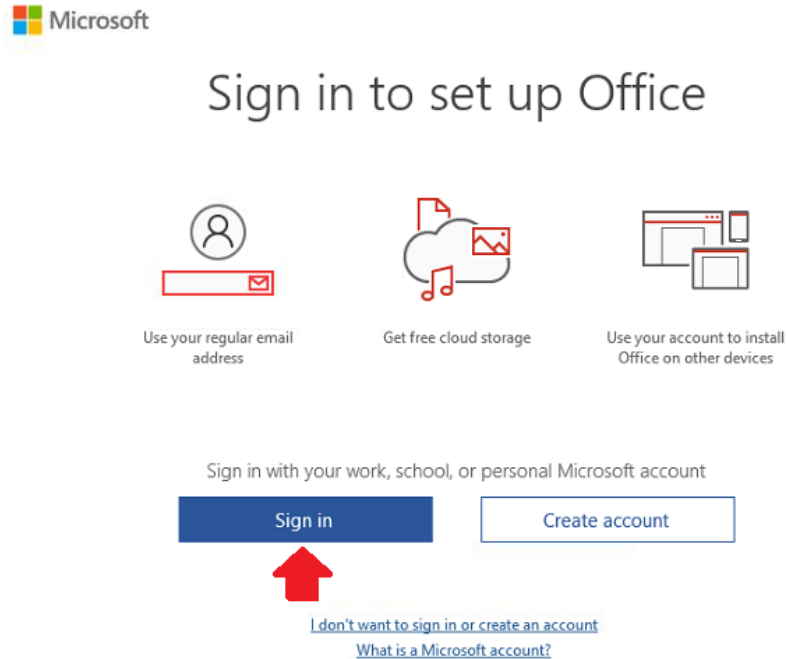
first.last.stXX@gbcnv.edu



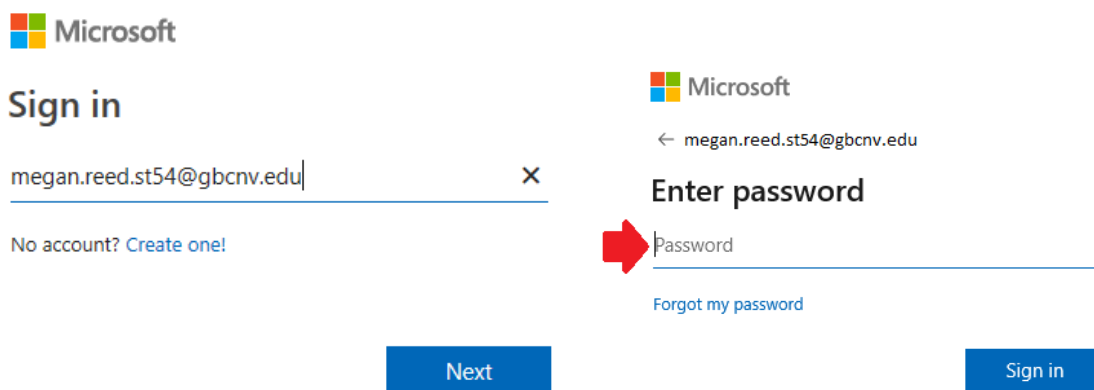
You will be required to accept a Google agreement before you may use your email. Google may offer to setup emergency contact information for password resets. Since GBC administrates these passwords, we ask that you skip this process.

## How to Sign into Office:

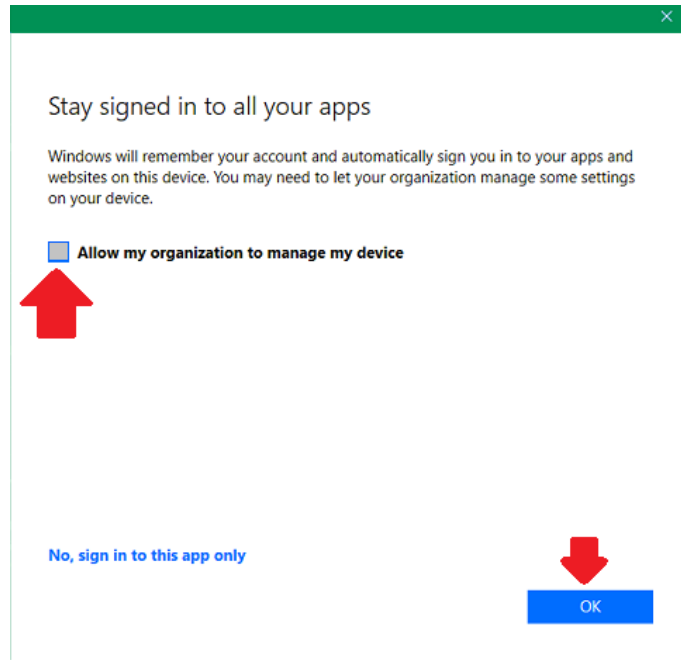
7. You will click Sign in and use your Google account use same password you created from step 2:



Enter your Google Account then password:

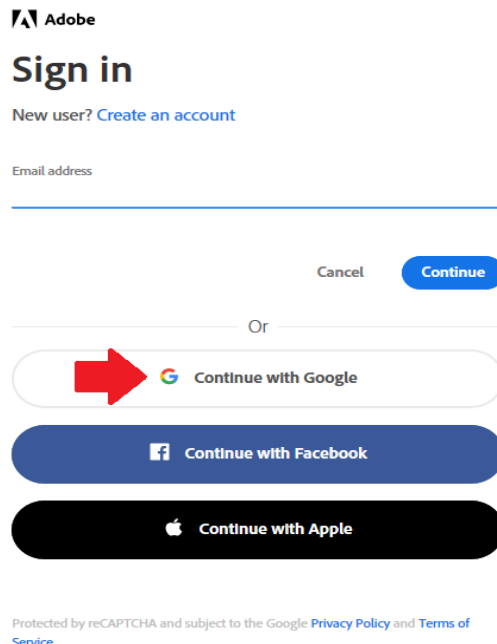


If you receive the following window, uncheck “Allow my organization to manage my device” or it may fail to activate:

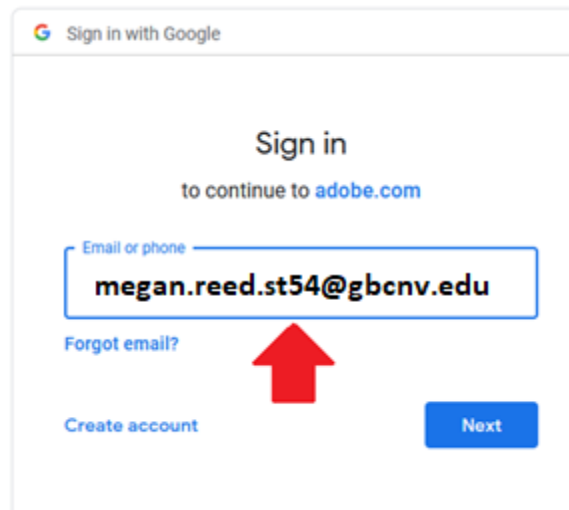


## How to Sign into Adobe Acrobat for on campus only:

8. If you need to use Adobe Acrobat for editing PDFs on campus, you will be required to sign into it using your Google Account.



Your browser will open, enter your Google Account along with your password from step 2:



Once entered correctly, you should see a confirmation window:



## You're all set!

You can now close this browser tab and go back to your application.

**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.**