

How to Access MyGCC and Activate your Student Email

Before you begin make sure you have:

- Your Student ID Number
 - If you need assistance with your ID Number or Password, please use the listed VERDUGO CAMPUS HELP links on the MyGCC page.

STEP 1 Go to www.glendale.edu and then click on MyGCC



STEP 2 Click on **MYGCC LOGIN** then enter your Student ID Number and Password. The initial password is your initials in CAPS followed by your @MMDDYY of birth. For example, password for John Smith born January 23, 1990, would be JS@012390.



Follow the instructions to create your own password.

STEP 3 Click on the **My Profile** box

My Profile



STEP 4 Click on **Activate Email/Account Info**

Activate Email / Account Info

STEP 5 Accept the **Terms & Conditions** for your student email

STEP 6 Click on the blue [GCC Email](#) link and **write down** your email and temporary password information

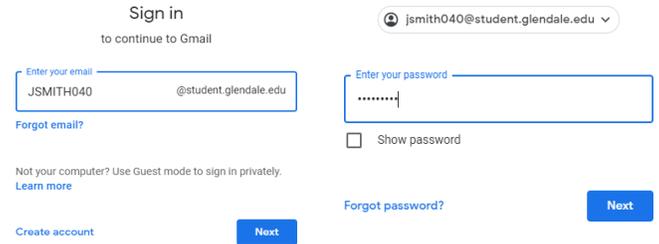
A GCC Student email account has been created for you. Your account information is below:

Email Account: **JSMITH040@student.glendale.edu**
 Temporary Password: **6z4g5m6q**
 Password format: NumberLetterNumberLetterNumberLetter (password all lowercase)

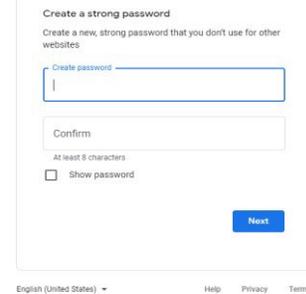
When you log in for the first time you will be required to change your password.

To log in to your student email account, click here [GCC Email](#)

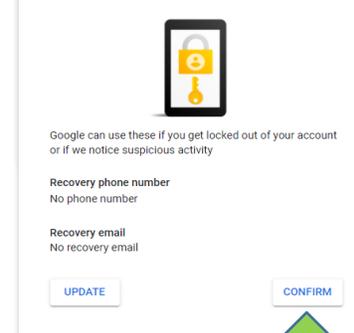
STEP 7 Enter your **student email** and click on **Next** and then enter your **temporary password**.



STEP 8 Create your **new password** and click on **Next**.
Make sure to write it down and keep safe.



STEP 9 Click **confirm**.



Congratulations!

Your email is now activated. Keep this information safe; this is the only email we will use once you begin at GCC

NEXT STEPS Complete [Pre-Orientation](#)