



## 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

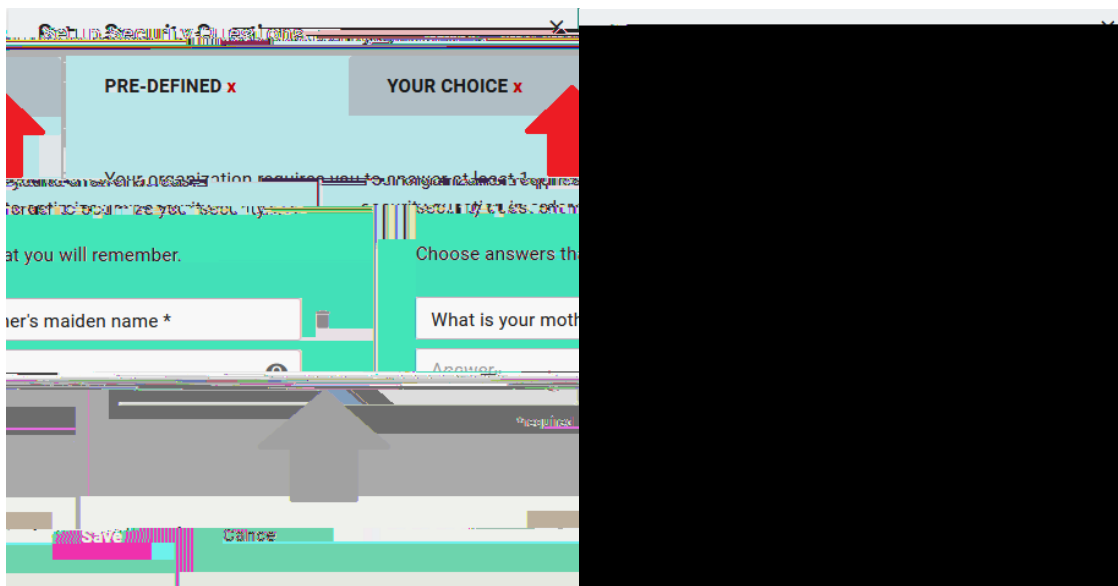
## Using Rapid Identity to reset password

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.**

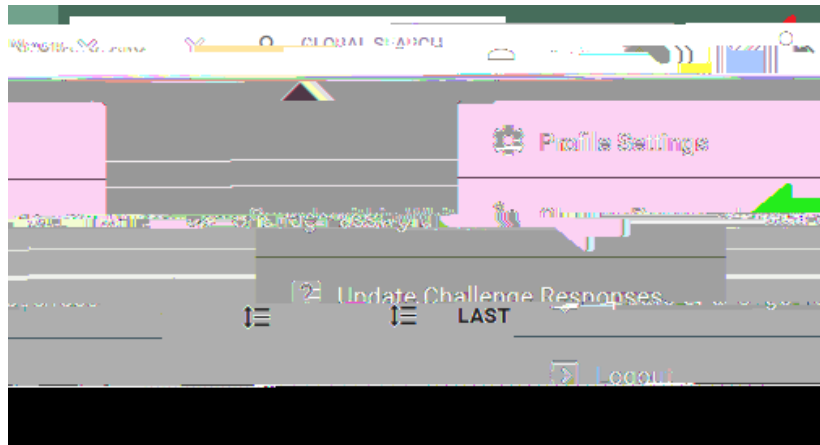


3. Create your Security Questions

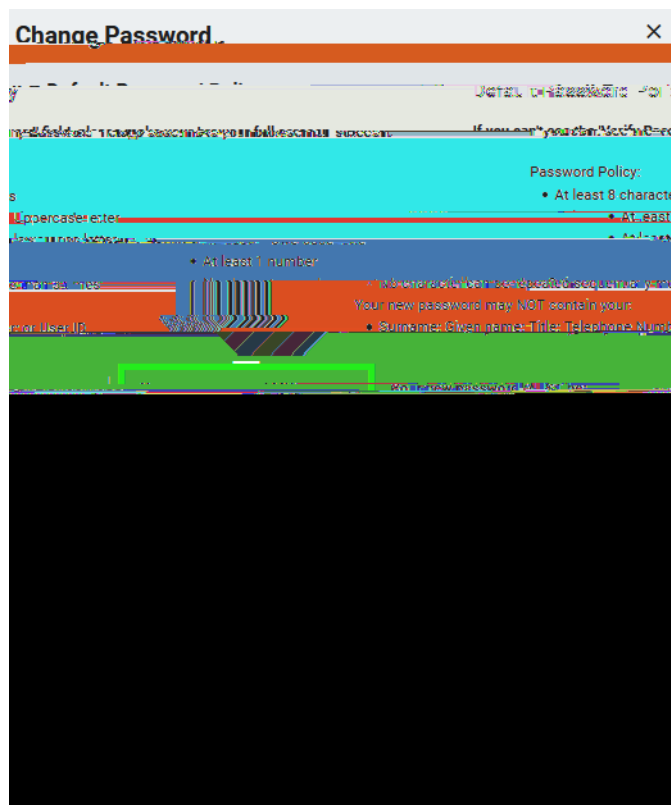
1<sup>st</sup> one will an answer, then click the 2<sup>nd</sup> one, "YOUR CHOICE". You will create your own question and answer, then click save:



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:



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.



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.

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 should only need to use Adobe Acrobat if PDF editing is required. If you are only needing*