



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

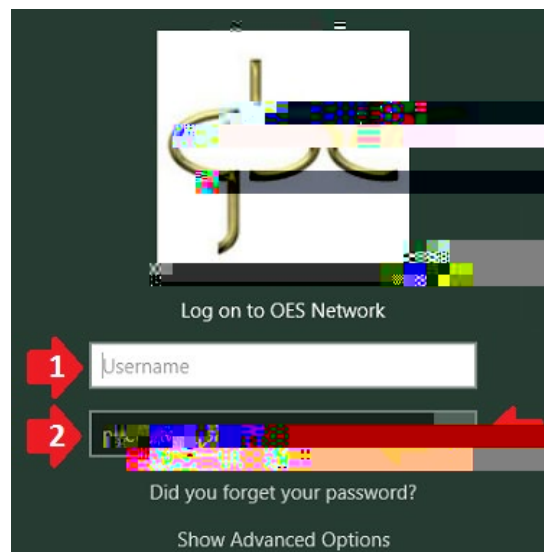
What is my initial password?

- 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 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:



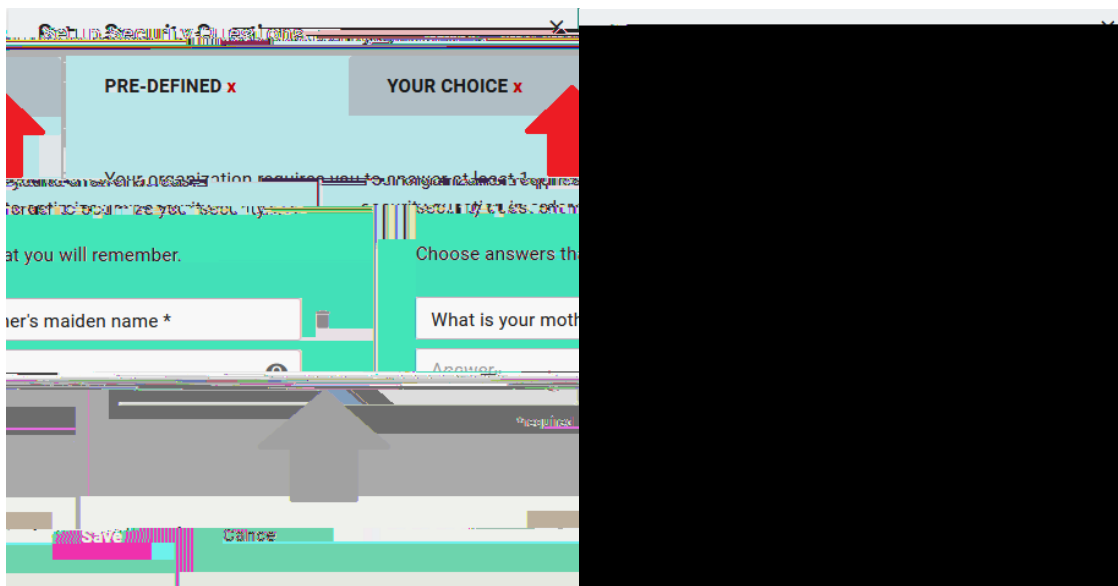
Using Rapid Identity to reset password

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

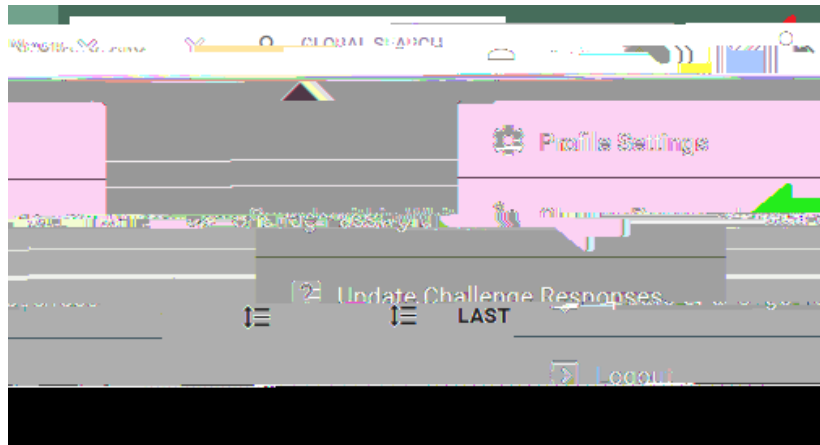


3. Create your Security Questions

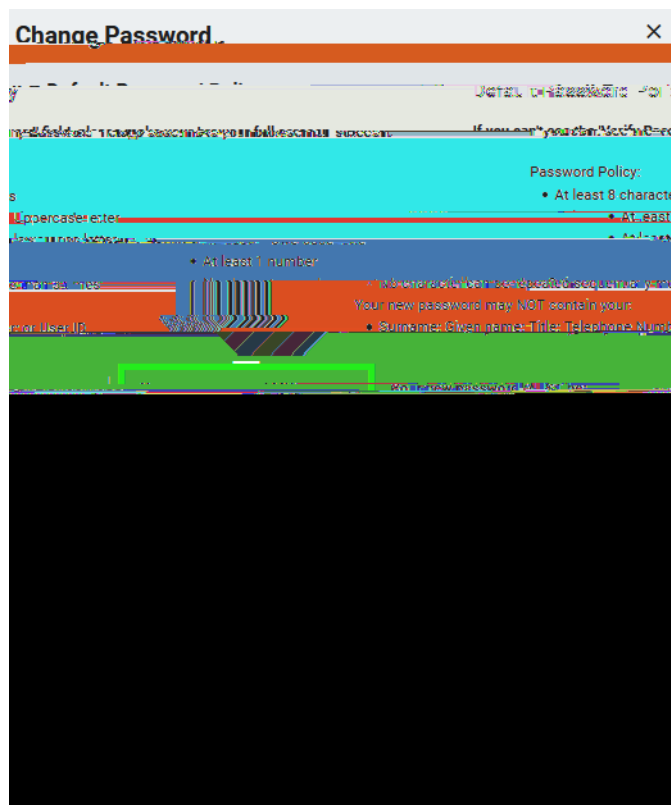
1st one will an answer, then click the 2nd one, "YOUR CHOICE". You will create your own question and answer, then click save:



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 tf0.00ail

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