How to Activate Your Titan Account
If you are using assistive technology to access this material and are having difficulties please contact Kent Cowan, GTCC’s Assistive Technology Specialist.
This tutorial will assist you in activating your Titan Account, which includes:

1) Account Activation
   - setting up/changing password
   - setting up/changing security questions

2) Accessing My GTCC
3) Accessing WebAdvisor
4) Logging into Titan Email
To activate your Titan Account, you will need the following information:

- Your User Name, also called User ID
- Your birthdate (mmddyy)
To find your User ID go to the GTCC home page, locate Support. If you hover over Support a drop down menu appears. Click on Acct. Activation-Reset.
You should now see this page. Click What’s my Titan Live ID/User Name?
How to Find Your User ID cont.

Enter your last name and either
- Your SSN
- College ID number

Click Submit button.
You should now be greeted with a screen displaying your user ID.

Write it down!

This bit of information is part of your lifeline to GTCC. Your user ID will get you into Moodle, WebAdvisor, and Titan Email.
Logging into Account Activation

Let’s go to the GTCC home page (www.gtcc.edu), locate Support.

If you hover your mouse over Support a drop down menu appears. Click on Acct. Activation-Reset.
Enter your user ID (username) and your 6 digit birthdate (this is your initial password)

Click Login
Now that you’ve successfully signed into myaccount (hint – you’ll see Welcome, and your username) click on tab entitled Change Password.
Changing Passwords cont.

For Old Password enter your 6 digit birthdate.

For New password follow the guidelines on the page to set a password (must be entered twice, then click OK.)

Remember to write the new password down and to store it securely.
Once you’ve successfully changed your password you can click the Enrollment Tab. This will allow you to set up your security questions. Doing so will allow you to unlock your account or reset your password without external help, if necessary.
Here’s a look at the security question page.

This one is very straightforward.

- Notice the down arrow next to Please Select a Question.
- Click it for a menu of questions.
- Select 3 questions and answer them.
- Click enroll/update.
Once you’ve successfully changed your password and set up your security questions you can click the sign out button. This will log you out of the myaccount page.

Now we’re going to use this same information to log into Webadvisor.
Click the WebAdvisor link, located on the left side of the myaccount page. WebAdvisor is also located within My GTCC.
Click Log In

At the next screen you’ll want to enter your User ID and your Password, then click submit button.
Congratulations

You should now be logged into WebAdvisor.
(Notice that your name appears in upper right corner.)

You have now succeeded in;
✓ Locating your user ID,
✓ Logging into
Account Activation
✓ Changing your password
✓ Setting your security questions

One more milestone to go!
Accessing your Email!
Before moving on to email, go ahead and click on WebAdvisor’s LOG OUT button (located above and to the left of your name.)
There are several ways to access your email.

1. Log into MyGTCC and your email inbox should display.

OR

2. Type outlook.office365.com in the URL bar.
We’ll go over the steps for the second method. Type outlook.office365.com in the URL bar.

You’ll be taken to the email sign-in page where you’ll be prompted to type in user name and password. Then click Sign In.
The user name for your email is slightly different in that you must add @gtcc.edu to the user name, see example below. This makes the user name uniquely yours. The password will be the same one that you set up in Account Activation.
Please use one of the following resources if you should need additional assistance.

- **Jamestown** – AT Computer Lab or Library
- **High Point** – Library
- **Greensboro** – Library
- **Aviation** – see Student Services Representative
- **Cameron** – Library or see Student Services Representative

- If seeking help **in person**, at any of these locations, you must present a photo id and/or your student number
- If seeking help **via phone** your student ID number is used to verify identity.
Contact the
AT Computer Lab
@
Telephone: (336) 334-4822 ext 50226, 50387 or 50346
Email: computer_lab@gtcc.edu
Thanks for viewing this tutorial. We have other videos that may help your adjustment to GTCC. Visit us @ supportservices.gtcc.edu/at-lab