SIGN-IN INSTRUCTIONS

WELCOME TO GOGEBIC COMMUNITY COLLEGE!

CONTENTS

1. Single-Sign On (SSO) Enabled Accounts
   a. Office.com
   b. Moodle
   c. Email
      i. Phone
   d. Blackbaud – AcademicWorks (Award Management)

2. MY-GCC

3. Emergency Notification System
OFFICE.COM (YOUR MICROSOFT ACCOUNT)

2. Select the “Sign In” button
3. When prompted, use your GCC Email Account and Email Password to sign in.
   (This information is included in your acceptance letter.)

MOODLE

1. Navigate to Gogebic’s Moodle login page: Moodle Sign-in (https://moodle.gogebic.edu)
2. Select the “Single Sign-On (SSO)” button
3. If you’ve already signed into Office.com, select the corresponding ID badge that has your GCC Email or student ID
4. Otherwise enter in your email account credentials to sign in.
**EMAIL**

1. Navigate to: https://outlook.office.com
2. Enter your Email Address and Password and select “Sign In”

**Phones**

For most phones, the easiest way to set up email is by removing the existing account and adding back the new account.
- Type of Server: Exchange or Corporate
  - (If it asks, the name of the server is OUTLOOK.OFFICE365.COM)
- Username: Use your full GCC email address
- Password: Your email password

**BLACKBAUD – ACADEMICWORKS (AWARD MANAGEMENT)**

1. Navigate to: https://gogebic.academicworks.com
2. Select “Sign In” in the upper right-hand corner
3. Select “Sign In With Your Institution”
4. If you have already signed into Office.com or Moodle, select the corresponding ID badge that has your GCC email or Student ID

5. Otherwise, enter your GCC email account credentials as prompted to sign in.

**MY-GCC**

1. Navigate to the MY-GCC Login Page: [My GCC | Welcome to My GCC (gogebic.edu)](https://gccics.gogebic.edu)
2. Enter your Student ID and Password in the space provided.
3. Click the “Login” button

**EMERGENCY NOTIFICATION SYSTEM**

**NOTE:** BLACKBOARD MAY NOT BE AVAILABLE FOR REGISTER UNTIL THE NEW SEMESTER STARTS

1. Navigate to the Gogebic Blackboard portal: [Gogebic Community College (bbcportal.com)](https://gogebic.bbcportal.com)
2. Select “Sign Me Up!”
3. Continue to provide your information on the page that follows:
4. Accept the Blackboard Connect User Agreement and select “Continue”
5. Once registered, opt-in to the notifications you would like to receive.