

# HELP SHEET

## LOG INTO myGCC

**1**

Go to:

[www.genesee.edu](http://www.genesee.edu)

**2**

Select the **MYGCC** icon located at the top of the homepage.

**3**

Select **LOGIN to myGCC Here**

**4**

Select the **My Account** tab

**5**

Select **My Banner Self-Service**

For Technical Assistance,  
Please Contact: **Help Desk**

- [www.genesee.edu/helpdesk](http://www.genesee.edu/helpdesk)
- **1.866.614.5004**
- [helpdesk@genesee.edu](mailto:helpdesk@genesee.edu)
- **available 24/7**



### Find your GCC ID Number

- Select **Personal Information**
- Select **What is my GCC ID?**



### Access your Email

- Select **Access My Email**



### Reset your Password

*\*you will need your network ID and GCC ID number*

- Visit [www.genesee.edu](http://www.genesee.edu)
- Select the **MyGCC** icon
- Select **Technical and Academic Help**
- Under **Help Desk**, select **Password Reset Page**

## Student Accounts

### View Student Account

- Select **Student Services**
- Select **Student Account**
- Select **View My Account Detail for Term**
- Select a **Term** & Submit

### View Your Bill

- Select **Manage My Student Account**
- Select **View My Statement History**
- Select a **Term** & Submit

### Pay Your Bill

- Select **Pay My Bill**
- Nelnet will redirect you to their website for payment
- Select **Make a Payment**

### Enroll in the Online Payment Plan

- Select **Pay My Bill**
- Nelnet will redirect you to their website for payment
- Select **Set Up a Payment Plan**

### Manage Your Refund

- Select **Manage My Student Account**
- Select **Manage My Refunds**
- Nelnet will redirect you to their website
- Select **Manage Refunds**
- Select your refund method
- Enter all required information & Save

### View Address & Phones on File

- Select **Personal Information**
- Select **Update Address and Phone**
- Select **Create or Update your Temporary or Mailing Address**

If you need to update your information, follow these directions:

- Select the **Update Address and Phones** hyperlink at the bottom
- Select the type of address to insert and **submit**
- Enter all required information and then select **submit**

*\*To change your permanent address, you must fill out a permanent address change form at the SSC*

# Advisement/Registration

## Find your Advisor

- Select **Student Services**
- Select **Student Records Information Menu**
- Select **Degree Works—Run a Degree Audit.**

\* *Advisors name is listed at top right*

## Change your Major

The major change form is available at the **Student Success Center** or online at [www.genesee.edu/SSC](http://www.genesee.edu/SSC). Completed forms should be submitted to the Student Success Center or a Campus Center near you.

## Run a Degree Audit in Degree Works

- Select **Student Services**
- Select **Registration Menu**
- Select **Degree Works—Run a Degree Audit**
- Scroll down to view entire report
- To print, select **Save as PDF**
- To learn more, use the **FAQ** and **Help** links at the top of the Degree Works audit

\* *Use the **what-if** tool if you are considering changing your major*

## Finding Schedule Planner

- Select **Student Services**
  - Select **Registration Menu**
  - Select **Schedule Planner**
  - Select a **Term** and click **Save and Continue**
- Be sure to send your selected courses to your shopping cart and register

## Register for Classes

- Select **Student Services**
- Select **Registration Menu**
- Select **Look Up Classes**
- Select a **Term**
- Select a **Subject** and **Course Search**
- Select **View Sections**
- Click on a class and then select **register** **OR** Enter **CRNs** in boxes under **Add Classes Worksheet.**
- Select **Submit Changes**

## Withdraw OR Drop a Class

- Select **Student Services**
- Select **Registration Menu**
- Select **Add/Drop Classes**
- Select **drop down menu** (arrow) next to course
- Select **web drop** or **web withdraw**, then **Submit Changes.**

## View your schedule

- Select **Student Services**
- Select **Registration Menu**
- Select **My Schedule - Calendar New** or **My Schedule Detail** hyperlink at the bottom

## Order textbooks

- Select **Student Services**
- Select **Registration Menu**
- Select **Look Up Textbooks For My Classes**
- Select a **Term** & **Submit**
- Select **Go to Bookstore Website**
- Select your **classes** and then **Find Materials**

## View Final Grades

- Select **Student Services**
- Select **Student Records Information Menu**
- Select **Final Grades**
- Select a **Term** and **submit**

## Apply for Graduation

- Select **Student Services**
- Select **Student Records Information Menu**
- Select **Apply to Graduate**
- Select a **Term** & **Submit**
- Select **one curriculum** and select **continue**
- Select **Graduation Date** from drop down menu and select **continue**
- Select **Ceremony Attendance** and select **continue**
- Select a **name for your diploma** and select **continue**
- Verify **Name** for diploma and select **continue**
- Select **address for diploma** and select **continue**
- Verify **address** for diploma and select **continue**
- Verify all information
- Select **submit request**

## Request a Transcript

- Select **Student Services**
- Select **Student Records Information Menu**
- Select **Request Official Transcript**
- Credentials will redirect you to their website
- Select **Begin Order**
- Enter all required information
- Select **Submit My Order**

# Financial Aid

## Authorize Aid for Bookstore Use

- Select **Financial Aid**
- Select **Award**
- Select **Authorize Funds for BookStore use**
- Select the term
- Check both boxes and then select **Submit**

## View Financial Aid Award

- Select **Financial Aid**
- Select **Award**
- Select **Award By Aid Year**
- Select the appropriate aid year

## Accepting or Declining Loans

- Select **Financial Aid**
- Select **Award**
- Select **Award by Aid Year**
- Select the appropriate aid year
- Select **Accept Award Offer** tab
- Next to the loans, select from drop down **accept** or **decline**
- Enter the dollar amount of award to accept
- Select **Submit Decision**

Go to <https://studentloans.gov> to complete Entrance Counseling (every academic year) and the eMPN (Master Promissory Note, only required once)

## Apply for Work Study Award

- Log into MyGCC
- Select the **Student** tab
- Select the **Student Employment** tab
- Select **Click here to apply for Work Study eligibility**
- Select **Apply for Work Study**
- Fill out Work-Study Application
- Select **Apply for Work Study** to submit

For Additional Assistance,  
Please Contact:

## Student Success Center

- [www.genesee.edu/ssc](http://www.genesee.edu/ssc)
- [ssc@genesee.edu](mailto:ssc@genesee.edu)
- (585) 345-6805