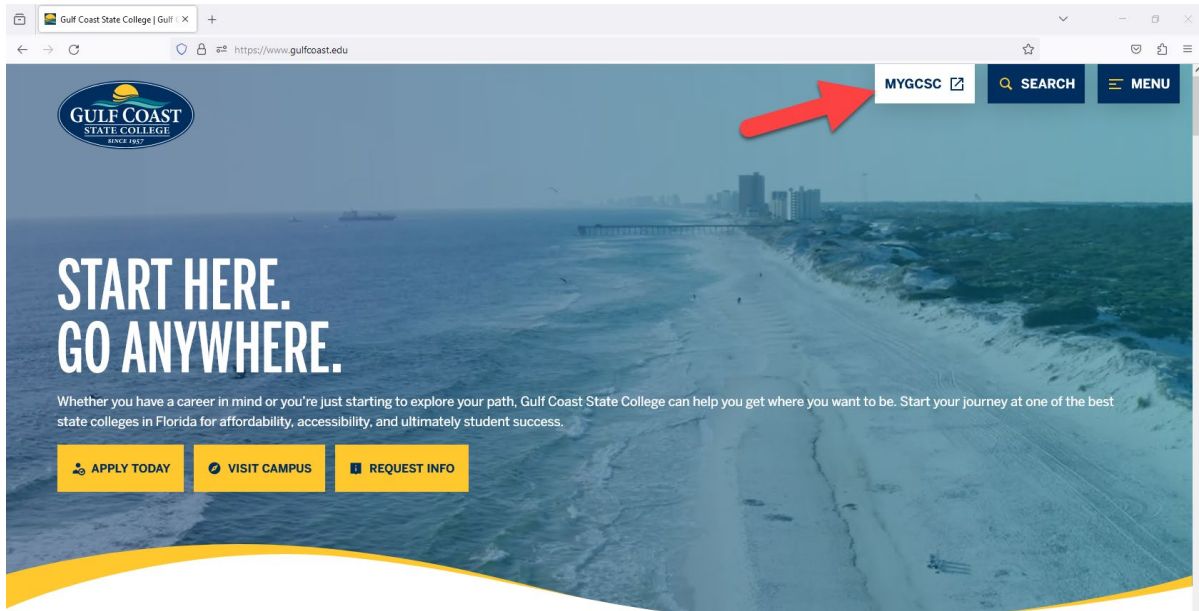




First-Time Student Login to MYGCSC

1. Go to <https://www.gulfcoast.edu/>

Click the "MYGCSC" link.



2. Use your A# found in the Welcome letter as the User ID. Click "User Self Service".

MYGCSC LOGIN

User ID (students use Axxxxxxx)

Password

[Login](#) [Change Password](#) [User Self Service](#)

Instructions

- **Forgotten password: click "User Self Service"**
- **Unlock user account: click "User Self Service"**

3. Select "Reset Forgotten Password" and click "Continue".

END-USER SELF SERVICE

Please choose an action and click the button below to continue.

User ID (students use Axxxxxxx)

A00123456

Recovery Actions Available

Unlock Account

Reset Forgotten Password

Continue

Cancel

4. Enter your date of birth on the first line in MMDDYYYY format. For example, if your date of birth was January 10, 2000, then you would enter 01102000. Make sure not to include any dashes "-" or slashes "/".

Enter the last 4 digits of your Social Security Number ###-##-####.

Then click "Continue".

The screenshot shows a web form titled "END-USER SELF SERVICE" with the instruction "Please answer BOTH mandatory questions below". The form includes a "User ID" field with the value "A00123456" and a "Requested Action" of "Reset Forgotten Password". Two mandatory questions are listed: "1) What is your date of birth (mmddyyyy)" and "2) What are the last four digits of your Social Security Number?". Red arrows point from text annotations to the input fields for the date of birth and the last four digits of the SSN. The form also features navigation buttons: "<< Previous", "Next >>", "Continue", and "Cancel".

END-USER SELF SERVICE Please answer BOTH mandatory questions below

User ID (students use Axxxxxxx)
A00123456

Requested Action Reset Forgotten Password

1) What is your date of birth (mmddyyyy)
.....

2) What are the last four digits of your Social Security Number?
....

<< Previous

Next >>

Continue

Cancel

Your date of birth MMDDYYYY

Last 4 digits of SSN

5. A One Time Passcode (usually called an OTP) will be sent automatically to the phone number or email address highlighted in red letters.

Enter this 6-digit code in the “2nd Factor / One Time Passcode” field

Then click “Continue”.

END-USER SELF SERVICE

A One Time Passcode (OTP) has been emailed to:
[redacted]

It could take 20 to 30 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

User ID (students use Axxxxxxx)
[redacted]

Requested Action Reset Forgotten Password

2nd Factor / One Time Passcode
[redacted]

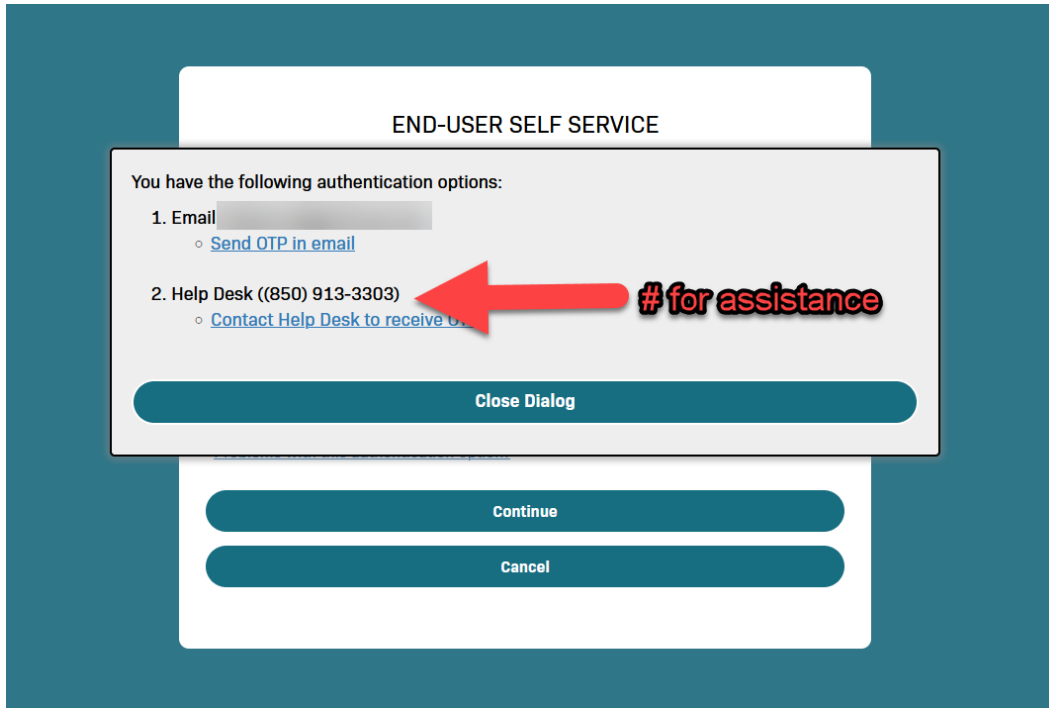
[Problems with this authentication option?](#)

Continue

Cancel

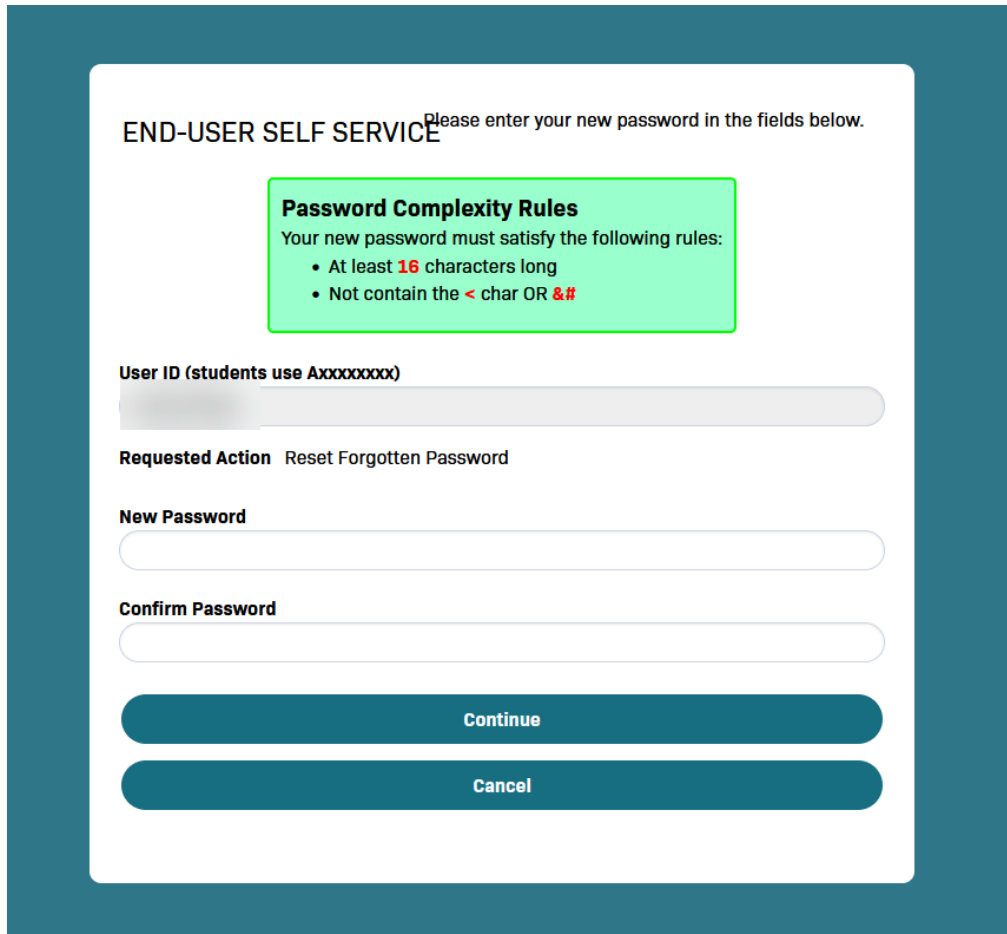
If an OTP is not delivered, click “Problems with this authentication option?”. This will allow you to select your desired OTP method.

Please call the Help Desk (also referred to as Technical Support) if you would like assistance.



6. A prompt to enter a new password will then come up. Enter a password that is at least 16 characters long that does not include <, &, or # symbols.

After a valid password is entered, click “Continue”



The screenshot shows a web form titled "END-USER SELF SERVICE" with a sub-header "Please enter your new password in the fields below." A green callout box titled "Password Complexity Rules" lists two requirements: "At least 16 characters long" and "Not contain the < char OR &#". The form includes a "User ID" field (with a note for students to use Axxxxxxx), a "Requested Action" dropdown set to "Reset Forgotten Password", "New Password" and "Confirm Password" input fields, and "Continue" and "Cancel" buttons.

END-USER SELF SERVICE Please enter your new password in the fields below.

Password Complexity Rules
Your new password must satisfy the following rules:

- At least 16 characters long
- Not contain the < char OR &#

User ID (students use Axxxxxxx)

Requested Action Reset Forgotten Password

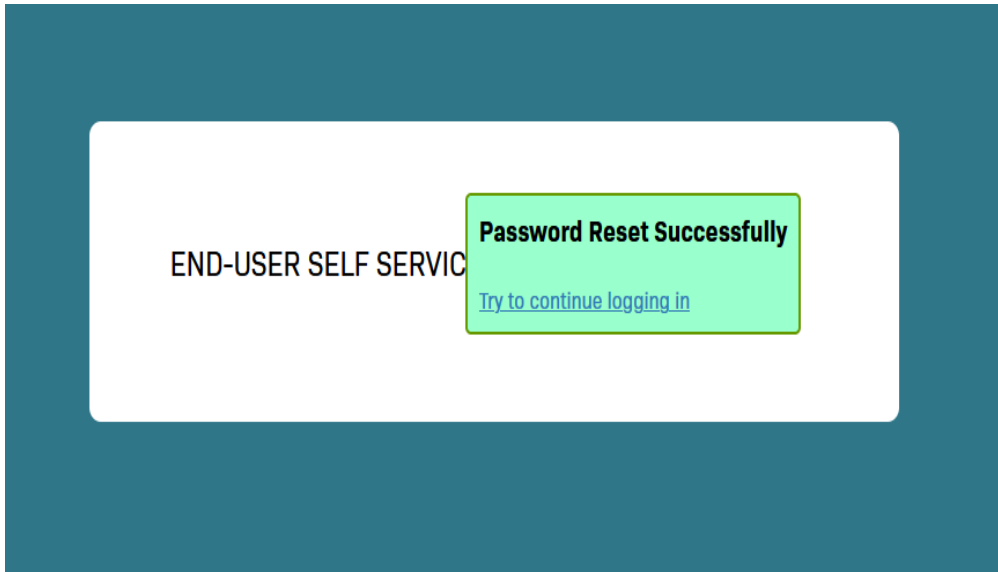
New Password

Confirm Password

Continue

Cancel

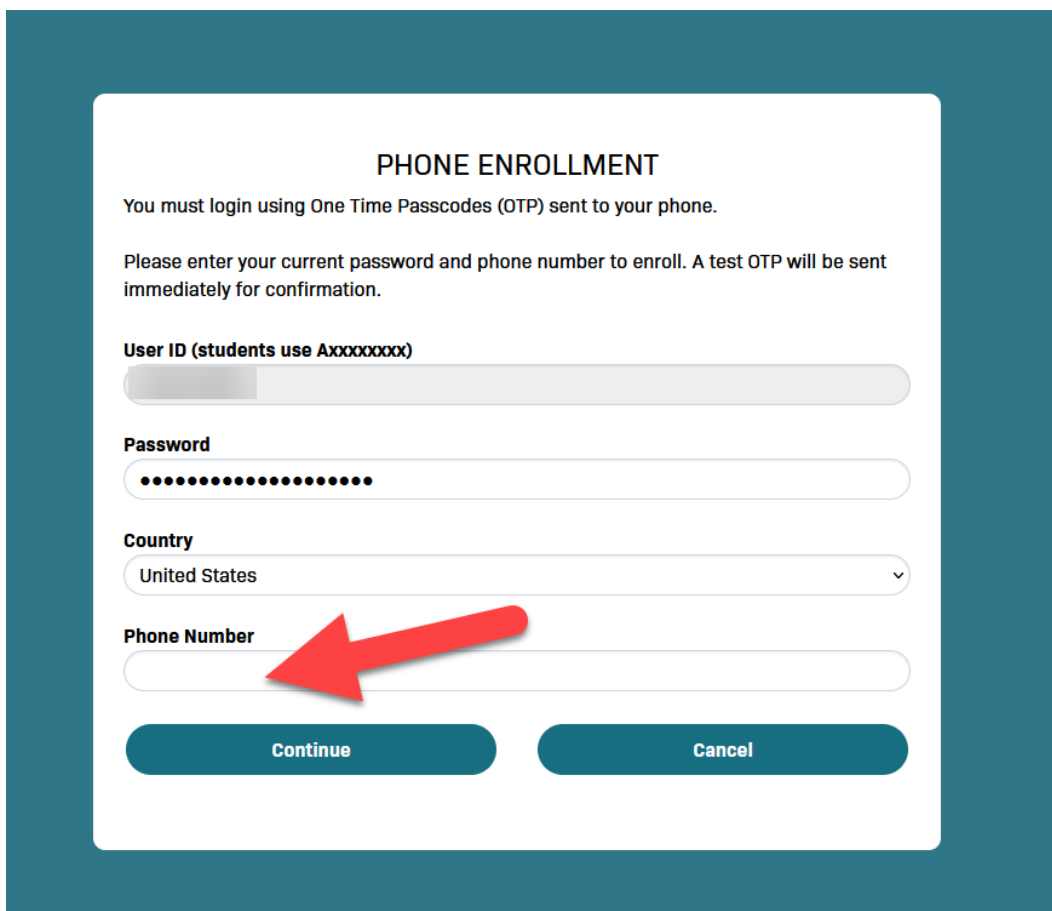
7. Click "Try to continue logging in".



8. A page may come up asking for your cell phone number. Please enter a valid phone number with the area code. Then enter the 6-digit code sent to the phone number entered.

Then click "Continue".

You will not have to enter a phone number if there is already one on file. If so, the next prompt will be for Challenge Questions on step 9.



PHONE ENROLLMENT

You must login using One Time Passcodes (OTP) sent to your phone.

Please enter your current password and phone number to enroll. A test OTP will be sent immediately for confirmation.

User ID (students use Axxxxxxx)

.....

Password

.....

Country

United States

Phone Number

.....

Continue **Cancel**

Please contact the Help Desk if a 6-digit OTP does not get sent to your phone.

9. A prompt to enter your Challenge Answers for password recovery will display. Click “Continue” and select 5 questions. The answer to these questions will allow you to unlock account or reset your password in the future.

Click “Continue” when you have finished.

The screenshot shows a white dialog box with a teal border. At the top, it says "Please answer at least 5 of the 14 questions below." and "NOTE: Answers must be at least 3 characters long." The title "END-USER SELF SERVICE" is partially visible. Below the title is a "User ID (students use Axxxxxxx)" field containing "A00123456". There are five question selection dropdowns, each with the text "-- Please choose a question --" and a downward arrow. Below the dropdowns is a teal "Cancel" button. At the bottom, it says "Answers remaining: 5 optional".

10. An option to enter an email for OTP delivery will then come up. An email can be entered here or this step can be skipped.

Another OTP will be required to login if an email was entered for this step.

11. Congratulations on logging into your Gulf Coast State College account for the first time!

The fields that were entered during set up can be changed by switching to the “Edit Profile” page by clicking your A# in the top right.

