



GLENDALE COMMUNITY COLLEGE

# eGCC Technology G.P.S.

<http://www.gccaz.edu/gps>

*The most concise Guidebook Planning Source for navigating GCC's electronic world.*

**Where are you?  
And where do you  
want to go *now*?**



**Plot your technology route to arrive at  
your productivity destinations!**



## POINTS OF INTEREST ONLINE

### TECHNOLOGY TOOLS

- **eGCC** – Glendale Community College's computing environment provides a customized work area for GCC faculty, employees, and those students enrolled in credit classes. This customized work environment is accessed through your eGCC account.
- **Genesis – the eGCC Web Server.** Manage your eGCC account & network resources, including course rosters, shared folders and password changes.  
<http://genesis.gc.maricopa.edu>
- **Blackboard at GCC login page.** Enter the Bb course management system and learning environment here.  
<https://ecourses.maricopa.edu/webapps/login/>
- **eCourses.** Home page for GCC Online, Hybrid, and Open-Entry courses. Click the eCourse's Quick Link on GCC's main page. Students use this to find more specific information about your Online classes.
- **Workstation Upgrade Process.** Get better tools for the job. New and existing employees submit a desktop computer request here.  
<http://www.gccaz.edu/wup>

- **Critter Farm: Laptop Reservations.** Need productivity on the road? Reserve a laptop or digital camera for temporary use.  
<http://www.gccaz.edu/laptops/>
- **Wireless Access.** Use the internet on your favorite wireless devices from more places on campus than just your office.  
<http://www.gccaz.edu/wireless>
- **Dial Directory Assistance.** Find phone numbers, email addresses, photos, and office locations to any MCCC department or employee. Set your preferences and go!  
<http://dial.gc.maricopa.edu>
- **MEMO email: web browser access.** MCCC employee email system. This is MCCC's official communication tool.  
<http://gcmail.maricopa.edu>
- **Adjunct Faculty: In The Loop.** Overview of college resources and getting started. View Frequently Asked Questions, News And Events, as well as links to all major technology tool destinations.  
<http://www.gccaz.edu/adjunct/>



## PRE-LOADED MAPS & GUIDES

### GCC TECHNOLOGY RESOURCES WEBSITE

<http://www.gccaz.edu/hde>

Information about both eGCC and employee specific resources can be found on the Employee Basics/GCC Technology Resources website. This "One Stop" site is designed to help you use GCC's technology resources effectively.

- **The GCC Technology Resources website:** This website provides a number of user aids, ranging from general information to basic guides to self-paced tutorials. <http://www.gccaz.edu/hde>
- **GCC Online Tutorials.** Just click and follow along to learn basic computer skills for GCC systems and software. <http://www.gccaz.edu/hde/tutorials>
- **Help Status.** Find the status of your helpdesk workorder requests. Enter your workorder number and click the Submit button.
- **Server Status.** To view current server status select the *Network Server Status*, Quick Links menu item.

### TRAINING ASSISTANCE

- **Training & Employee Development.** Register for a class, make an appointment, or drop in for help. <http://www.gccaz.edu/ted>
- Additional training resources are available on the GCC Technology Resource website and GCC Online Tutorials. See above.

### FACULTY DEVELOPMENT

- **The Faculty Connection Center.** Support for faculty, by faculty. <http://www.gccaz.edu/fcc>
- **Faculty Development.** Home page for information, workshops and conference news. <http://www.gccaz.edu/facdev>

## PRIMARY SYSTEM ROUTES

### My.Maricopa.edu

Maricopa Community College District 's "single sign-on" portal provides access to a multiple computer systems and self-service tools for employees.

### MARICOPA ENTERPRISE ID (MEID)

As our Maricopa District moves to a "single sign-on" process, users will have one username. This username is called your Enterprise Identification. Use your MEID is used to login to Blackboard (course management system), and Time & Labor (human resources/payroll), SIS & GoogleApps. But stay tuned, more systems will require your Enterprise ID in the future.

Don't know your MEID? You can find it in your My Profile information in the MEMO Personal Administration Tool (PAT). To find your Enterprise ID, login to PAT and find your Enterprise ID in the lower right corner of the My Profile screen. You can get to the PAT from the gmail web interface at <https://memo2.maricopa.edu/usertool.html>

You can also find your MEID by setting your preferences in GCC Dial. Login using your MEMO username and password. Your Enterprise ID will appear in the upper right corner of the screen. Just visit <http://dial.gc.maricopa.edu>.

If you would like assistance to locate your Enterprise ID, please contact the Helpdesk.

### TIME & LABOR

In addition to time reporting, the HRMS system will provide access to payroll, benefits, and employee development information.

From the [My.Maricopa.edu](http://www.maricopa.edu) main page select the Employees tab. Select the HRMS login link and use your MEID to login.

If you require assistance with this system, please contact the GCC Human Resources department at 84(53406).

### BLACKBOARD

Blackboard course management system allows for "anytime, anywhere" access to your course's learning materials, student communication, and grading. Bb also provides 24/7 Technical Support. Just call 1-888-994-4433. For more information about Blackboard, please visit GCC's Blackboard Tutorials at <http://www.gccaz.edu/hde/tutorials/Blackboard/>.

To login to Blackboard, please visit GCC's Blackboard Login page at <http://ecourses.maricopa.edu>

**Need Help? Call the GCC Help Line at 53555 or go online to <http://www.gccaz.edu/hde>**

*Reminder: When you have completed your computer session, click on the Start button and then Log Off.*



## WHAT IS eGCC?

eGCC refers to the networked computing environment at Glendale. It conceptualizes all our electronic tools for teaching, learning, and administrating into an online virtual world.

### WHAT IS MY eGCC ACCOUNT?

Every student and faculty member at GCC has an eGCC network account. This account grants you access to course-related software, internet browsers, a standard suite of tools and a wide range of other resources accessible on campus or off-site via the internet. You will also have access to your H:\ drive (your personal storage space where you can save your documents) and your S:\ Drive (where you may opt to place course materials – see 'Customized eGCC Resources').

To login to your eGCC Account, you will need your eGCC Username and Password.

### WHAT IS MY USERNAME AND PASSWORD?

To obtain your Username, scan your GCC College ID at one of the eGCC Account Lookup Stations in the High Tech Centers, the Library Media Center, or at GCC North in the student cluster area. Scanning your GCC College ID will show you the Username required for you to log in to your eGCC Account..

Your default **eGCC Password** will be the month and day of your birth and the first three letters of your first name, entered in the format **MMDDaaa**.

#### Examples:

John Doe born January 12th -- 0112joh  
My Student born March 14th -- 0314my

You will need to change your password at <http://genesis.gc.maricopa.edu/password>.

Changing your password will safeguard your personal information and provide access to important eGCC resources.

**DON'T SHARE YOUR PASSWORD**, as you are responsible for all activity on your Account. Keeping your password confidential also protects any saved files and email on your H:\ Drive.

### WHAT IF I FORGET MY PASSWORD?

You can reset your password by scanning your College ID at an eGCC Lookup Station. You may also contact the Help Desk directly for assistance at (623) 845-3555.

### WHAT IF I CAN'T LOG IN?

If you receive an error message when logging on, you should first check that your eGCC Username and Password are typed correctly. Note: both your username and password are case-sensitive. If you continue to have difficulty, please contact the GCC Technology Helpdesk at:

- Telephone: 623.845.3555
- Email: [Helpdesk@gmail.maricopa.edu](mailto:Helpdesk@gmail.maricopa.edu)
- In Person: High Tech Center 1

### WHAT IS THE STANDARD SUITE OF TOOLS?

The Standard Suite of Tools is a collection of software for your use. Windows machines include: Windows XP, Microsoft Office 2007 (Word, Excel, PowerPoint, etc.). Macintosh computers have OS X and Office X (Word, Excel, PowerPoint and Entourage). Both platforms have anti-virus software, web-browsers and Email Clients.

### WHERE CAN I SAVE FILES?

It's best to save on a USB Flash Drive. If you don't have one, you can save your files to your H:\ Drive and your files will be there the next time you log in. Each person is initially allocated 150MB of useable personal storage in their H:\ Drive.

**NEVER save anything on the C:\ Drive!** This is a local drive and files can only be accessed on that particular machine. Files stored on the C:\ Drive are not backed up and files stored here can be lost.

Files can be saved to the D: Drive (Scratch Drive.) Files stored on a workstation's D: Drive can be accessed by anyone logging into the workstation. They can be viewed, modified, or deleted by others. This is a great spot for music and photos – items not directly related to your work that make your workstation more comfortable.

### ADDITIONAL TOOLS

**Voice Mailboxes:** You may request a voice mailbox through your department secretary.

**Email:** All Faculty (Full-time and Adjunct) and staff are granted District email system called MEMO. To access MEMO's web login screen, select the MEMO Quick Link on GCC's main page.

**Need Help? Call the GCC Help Line at 53555 or go online to <http://www.gccaz.edu/hde>**

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**Note:** All students attending a Maricopa Community College are provided access to a student email system - Gmail.

This system will become the official way for students to receive communications from the students' colleges and the Maricopa County Community College District. More information is available at <http://www.gccaz.edu/hd/> under Email.

### CUSTOMIZED eGCC RESOURCES

To request any of the following resources and view currently assigned resources, just login to the Genesis tool at <https://genesis.gc.maricopa.edu/myegcc> with your eGCC username and password.

**Course Folders on S:\ Drive:** As faculty, you can request shared storage space for you to place tests or homework assignments for your students. You may also request an electronic homework box for each of your students -- a folder only that student and you can access.

**Disk Quota:** For courses with large files, additional space on the S:\ Drive can be granted.

**Request Software:** You can request course-related software for your students.

### PUBLICATION SPACES

**Department Web Pages:** Each department has storage space on GCC's main web server; many departments place materials shared by faculty or used by students on the web. Your department chair or secretary can give you more details.

**Individual Web Pages:** You have individual website publication space on the GCCAZ server where you can place copies of your syllabus, links to resources and learning materials for your students. The web address would be: <http://web.gccaz.edu/~eGCCUsername> (Replace "eGCCusername" with your own username – remember your user name is case-sensitive).

**GCC eCourses:** <http://www.gccaz.edu/online> GCC eCourses is a faculty-maintained information page aimed at students taking Flex Online courses. Here, you can list your contact and course information for your online students to see.

### EQUIPMENT AND SPACE RESERVATIONS

#### Presentation Systems:

There are many classrooms on campus equipped with presentation systems. To reserve a classroom send an email to [julie.smith@gcmail.maricopa.edu](mailto:julie.smith@gcmail.maricopa.edu). Please include your class name and number (i.e. ENG101 12345) in the request.

If need a portable system, one can be reserved through the Library Media Center. The system will be delivered and picked up by Library Media Center staff.

For more information, for help using or to reserve a system, please contact the Library Media Center at (623) 845- 3555 x4.

**Laptop/Equipment Checkout:** Laptops and other equipment are checked out on a first-come first-serve basis to **current college employees** for work-related use. Visit <http://www.gccaz.edu/laptops>.

### WHERE CAN I GET HELP?

#### GCC Technology Help Desk

- Telephone: 623.845.3555
  - On campus dial 53555
- Email: [Helpdesk@gcmail.maricopa.edu](mailto:Helpdesk@gcmail.maricopa.edu)
- In Person: High Tech Center 1
- Chat Online: To chat online, just click the Chat icon located on the GCC Technology Resources homepage – <http://www.gccaz.edu/hde>



#### Training and Employee Development (TED)

(623) 845-3485  
High Tech Center II, Room 139  
<http://www.gccaz.edu/TED>

TED schedules workshops specifically for faculty throughout the semester. Check the online schedule at the TED website. Individual assistance is available in TED during open lab hours in the TED classroom or by appointment.

#### In-Classroom Telephone

Each classroom on campus has a telephone if you need to contact GCC Help or other on-campus resources.

- **For an inter- or intra-campus number**, simply drop the "84" from the phone number when dialing. For example, GCC Help's phone number of 845-3555 should be dialed as 53555.
- **For an off-campus number**, dial 9 first, then the phone number.

**Need Help? Call the GCC Help Line at 53555 or go online to <http://www.gccaz.edu/hde>**

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