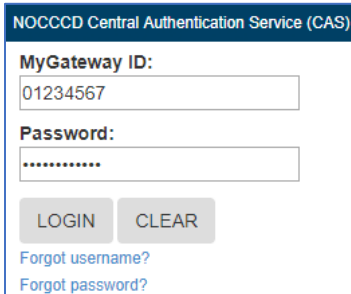## Login Procedure

1. Access myGateway from campus site or point your web browser to mg.nocccd.edu
2. Enter your student ID number in the *MyGateway ID* field and password in the *Password* field.
3. Click the **Login** button to continue

Links to find your username and reset your password appear below the *Login* button.

myGateway Menu

The main myGateway menu appears on the left side of your home page. Click on any of the choices to access the associated page and contents.
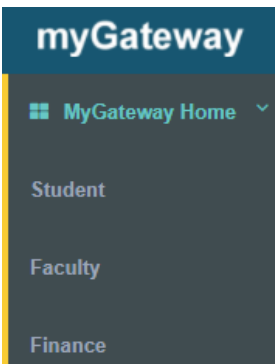
When displaying another page, the menu choices will be different. To display the main menu from any page, click on the **myGateway** title at the top of the menu.

Announcements

The column to the right of the main menu will display announcements (from the three campuses)

myGateway News

Underneath the Announcement and suggestions is the area where important myGateway system news and bulletins will appear. This section will also let you know of any planned downtime for maintenance.

Registration Tools

This section contains WebStar links to registration tools, parking purchase, financial, and grade reports.

Note: To access the full WebStar main menu, click on the WebStar link at the top of the page.
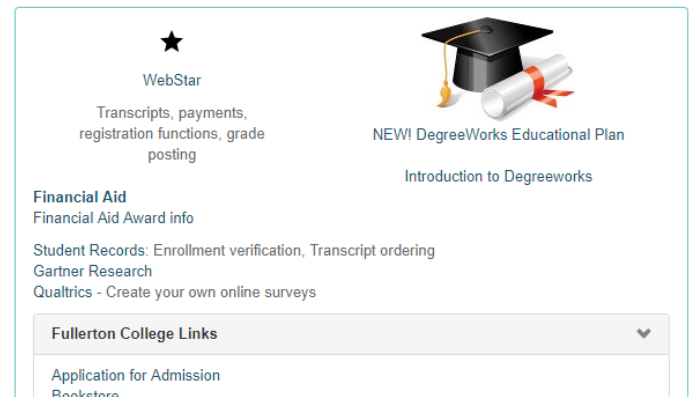
Student Page

To access the Student Page, click on the Student option in the main myGateway menu. The next few sections in this guide will describe areas on this page.

Student Links

This area contains links to Financial Aid, DegreeWorks, and campus specific resources.

Personal Information

View or update your personal/contact information and set text message alert preferences.

Distance Education

Access Canvas (FC, NOCE) and Blackboard (FC, CC) learning management systems.

Class Schedule

View class schedules for the current term at any of the three campuses (FC, CC, NOCE).

My Courses

Access course sites based on past or current term.

My Sites

List of all courses and groups in which you are currently a student/member. The list is also searchable.

Student Grades

Access course grades by past or current term. Click the **Preferences** link to select the default term and number of courses to display (optional).

Course Page

To access a course page, click on the house icon next to the desired course in *My Courses* or the course title in *My Sites*.

Upcoming Events

This section will contain recent messages from your instructor, links to view content, and files for download.

Recent Downloads

This section will show recent file downloads. Clicking on the titles will start a file download to your device.

Members

This section will show all enrolled students or group members. Clicking on a name will display general information on their membership status.

Course Statistics

If enabled by your instructor, this section will show various usage statistics on activities performed in the course.

Download Files

Files can be downloaded from several places: Upcoming Events, *Recent Downloads*, or the *Content* page. To download from the *Content* page, follow these directions:

1. Click on the **Content** link in the *Course* menu
2. Locate the file to download on the *Documents and Media* page that appears. If you do not see the file immediately, it may be inside a folder. Click a folder to view the contents.
3. Once located, click the file title to view content information.
4. Click the **Download** link in the column on the right side of the page
5. The *Save File* dialog box will appear. Specify the destination on your device and click the **OK** button to begin the download process.