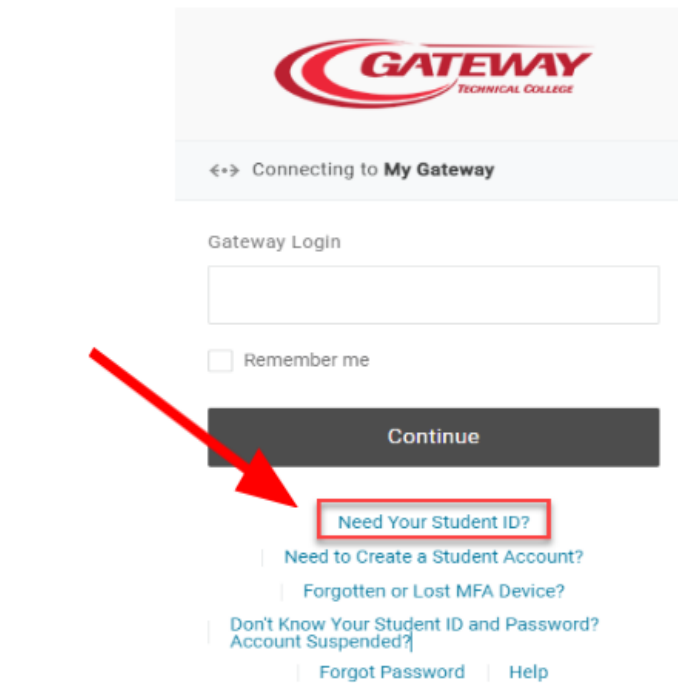


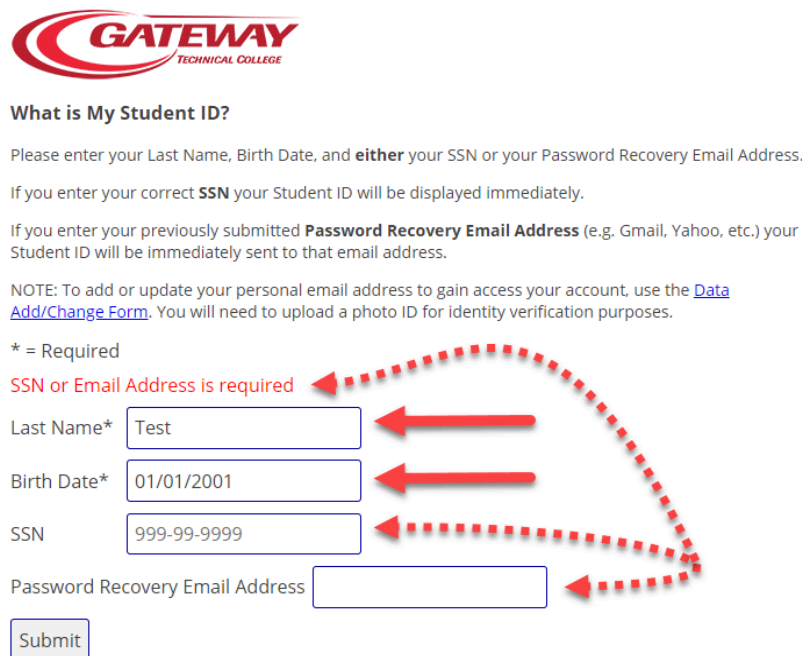
Obtaining your Student ID Number

1) Click on MY GATEWAY from www.gtc.edu and select "Need Your Student ID?" on the Login page.



The screenshot shows the Gateway Technical College login page. At the top is the Gateway Technical College logo. Below it is a status bar that says "Connecting to My Gateway". The main section is titled "Gateway Login" and contains a text input field for the username. Below the input field is a checkbox labeled "Remember me". A large black button labeled "Continue" is positioned below the checkbox. A red arrow points from the "Continue" button to a link labeled "Need Your Student ID?". Below this link are several other links: "Need to Create a Student Account?", "Forgotten or Lost MFA Device?", "Don't Know Your Student ID and Password? Account Suspended?", "Forgot Password", and "Help".

2) Enter the information as indicated in the sample below. Your Password Recovery Email address must be a personal email address that is on file at Gateway.

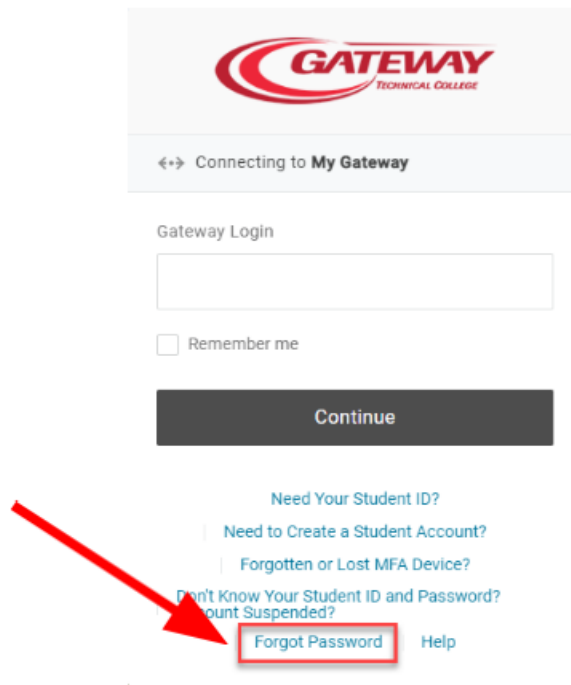


The screenshot shows the "What is My Student ID?" page. At the top is the Gateway Technical College logo. Below it is the heading "What is My Student ID?". The text explains that users should enter their Last Name, Birth Date, and either their SSN or their Password Recovery Email Address. It states that if the correct SSN is entered, the Student ID will be displayed immediately, and if the previously submitted Password Recovery Email Address is entered, the Student ID will be sent to that email address. A note mentions that users can add or update their personal email address using the "Data Add/Change Form" and that they need to upload a photo ID for identity verification purposes. A legend indicates that an asterisk (*) denotes required fields. The form contains four input fields: "Last Name*" with the sample value "Test", "Birth Date*" with the sample value "01/01/2001", "SSN" with the sample value "999-99-9999", and "Password Recovery Email Address". A "Submit" button is at the bottom. Red arrows point to the "Last Name*", "Birth Date*", and "SSN" fields, indicating they are required. A red dotted arrow points from the "SSN or Email Address is required" text to the "SSN" and "Password Recovery Email Address" fields.

3) If you enter your correct SSN your Student ID will be displayed immediately; if you enter your previously submitted Password Recovery Email Address (e.g. Gmail, Yahoo, etc.) your Student ID will be immediately sent to that email address.

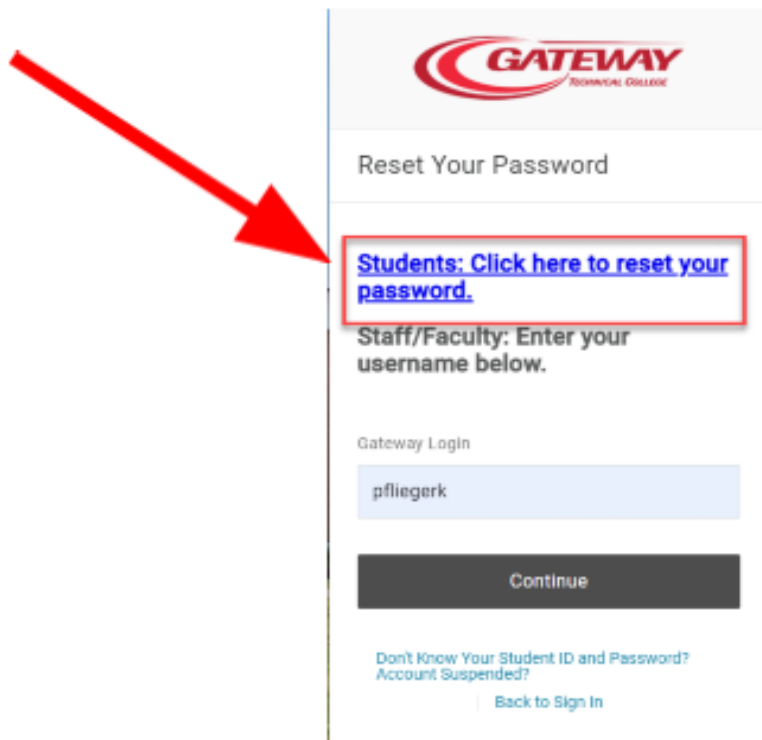
Obtaining a new password

1) Click on MY GATEWAY from www.gtc.edu and select "Forgot your Password? Student" on the Login page.




The screenshot shows the Gateway Technical College login page. At the top is the Gateway Technical College logo. Below it is a status bar that says "Connecting to My Gateway". The main section is titled "Gateway Login" and contains a text input field for the username. Below the input field is a checkbox labeled "Remember me". A dark grey "Continue" button is positioned below the checkbox. At the bottom of the login section, there are several links: "Need Your Student ID?", "Need to Create a Student Account?", "Forgotten or Lost MFA Device?", "Don't Know Your Student ID and Password? Account Suspended?", "Forgot Password", and "Help". A red arrow points to the "Forgot Password" link, which is also highlighted with a red rectangular box.

2) Click "Students: Click here to reset your password."



The screenshot shows the "Reset Your Password" page. At the top is the Gateway Technical College logo. Below it is the title "Reset Your Password". A red arrow points to a blue underlined link that says "Students: Click here to reset your password.". Below this link is the text "Staff/Faculty: Enter your username below.". There is a "Gateway Login" section with a text input field containing the username "pfliegerk". Below the input field is a dark grey "Continue" button. At the bottom of the page, there are links for "Don't Know Your Student ID and Password? Account Suspended?" and "Back to Sign In".

3) Enter the information as indicated in the sample below. Your Password Recovery Email address must be a personal email address that is on file at Gateway.



Student Password Reset

Please enter your Student ID, Last Name, Birth Date, and **either** your Password Recovery Email Address or your Security Question and Answer.

If you enter your previously submitted **Password Recovery Email Address** (e.g. Gmail, Yahoo, etc.) your new password will be immediately sent to that email address.

If you enter your correct **Security question and Answer** your new password will be displayed immediately.

NOTE: To add or update your personal email address to gain access your account, use the [Data Add/Change Form](#). You will need to upload a photo ID for identity verification purposes.

* = Required

Student ID*	<input type="text"/>	←
Last Name*	<input type="text"/>	←
Birth Date*	<input type="text" value="mm/dd/yyyy"/>	←
Password Recovery Email Address	<input type="text"/>	←
Security Question	<input type="text"/>	
Answer	<input type="text"/>	
<input type="button" value="Submit"/>		

4) If you enter your correct Security Question and Answer your Password will be displayed immediately; if you enter your previously submitted Password Recovery Email Address (e.g. Gmail, Yahoo, etc.) your Password will be immediately sent to that email address.