

## How to Access WebCT

Please **NOTE** that you **MUST** be registered in a course to have access to WebCT.

**Access to WebCT will be available within 24 hours of registration.**

If you experience technical problems logging in or using WebCT, contact the Student Help Desk at 818.240.1000 x3457 (E-H-L-P) or email [ehlp@glendale.edu](mailto:ehlp@glendale.edu).

**Step 1:** Find a computer with Internet access. You can use any on-campus computer or a computer from home. The only requirement is that the computer has internet access as well as a standard internet browser such as Netscape Navigator or Microsoft's Internet Explorer.

Note: You can use America Online or other special software to get onto the Internet, but please then click into Netscape Navigator or Internet Explorer to access WebCT. Do not use AOL or other browser to access WebCT.

**Step 2:** Go to the Glendale Community College Online Classes Website <http://www.glendale.edu/online> You will need to be connected to the internet and have opened your browser window.

**Step 3:** Click the "Login to WebCT" button. Enter your username and password and click login.

The screenshot shows the Glendale Community College Learning Center website. At the top, there is a navigation bar with the college logo and the text "Welcome to Glendale Community College Learning Center ONLINE". Below this is a menu with "Home", "Student Center", "Faculty Center", "Visitor Center", and "Suggestions". A banner below the menu says "Check Out the new look and feel of WebCT 4.0!".

On the left side, there are three sections: "Student Center", "Faculty Center", and "Visitor Center", each with a brief description. A red circle highlights the "Log in to WebCT" button, and a green arrow points to it with the text "Click Here". Below the button are links for "Forgot your Password?", "System requirements", and "Help".

On the right side, there is a photograph of students in a classroom and a text box that reads: "As one of California's largest two-year colleges, Glendale continues to grow and adapt to the needs of its community, and area residents continue to express their satisfaction with the college's excellent programs and services." Below this is a contact information box with the phone number "(818) 240-1000 x3457 (E-H-L-P)", the email address "ehlp@glendale.edu", and the "HelpDesk Hours: Mon - Thu 9 am-7 pm".

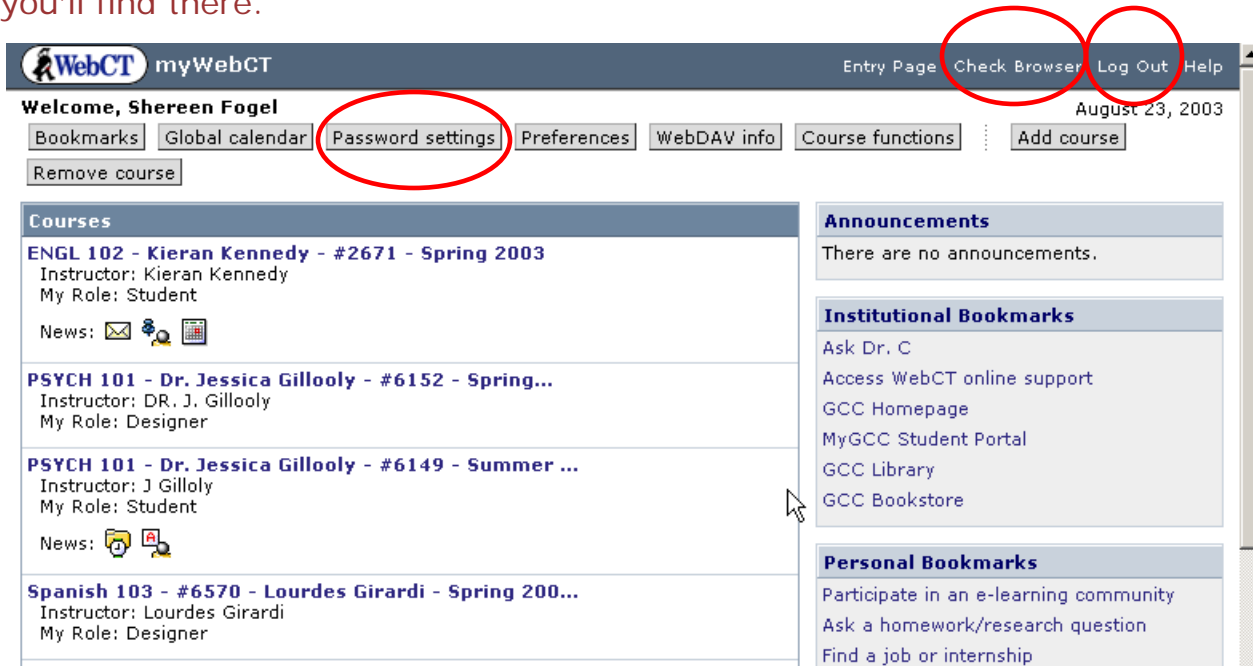
**Step 4:** In the pop-up window type your WebCT ID and PASSWORD



- Your WebCT ID is your Glendale College student ID number.
- Your Password is your birth date (MMDDYY) For example, if your birth date is March 16, 1965, your initial password will be 031665.
- If you have used WebCT previously, you may have already changed your password, if so enter the password that you previously created.

**Step 5:** Click LOGIN.

The next screen you see is the **"MYWebCT page"**. All of the classes in which your instructor has chosen to use WebCT should be listed here. To access a course, just click on its name and follow the directions you'll find there.



- There are also a number of options listed across the top of the screen. To change your password, click on **PASSWORD SETTINGS**.
- To check your browser, Click on **BROWSER CHECKER** at the top of the MyWebCT page.

**STEP 6:** Be sure to click **LOG OUT** when you are done using the course.