



Students:

How to sign into GBC computers, Microsoft Office, Adobe, and GBC Library electronic resources such as databases with you GBC Google Account

Your account is only active while you are enrolled into credit classes

You may log into any GBC campus computer with your OES (Novell) account. You will need to have your 10-Digit ID and your temp password. This will be the same user ID you use for Webcampus and MyGBC, however Webcampus and MyGBC have their own passwords.

What is my initial Network password?

- The first three letters of your last name, with the first letter capitalized, followed by
- The first three letters of your first name, with the first letter capitalized, followed by
- Your birthday date and last two numbers of year

For example, if your name is Megan Reed and your birthday is March 6th 1999, then your initial password will be ReeMeg0699. Birthdays, such as the 6th that only contain one number, will contain a zero in front (06). If you have any issues, contact helpdesk to request a reset at 775-753-2167, they may then open a ticket with Computer Services.

What is my Google Account?

- Google Account is used for logging into Microsoft Office & Adobe on campus as well as for logging into GBC Library electronic resources off campus.

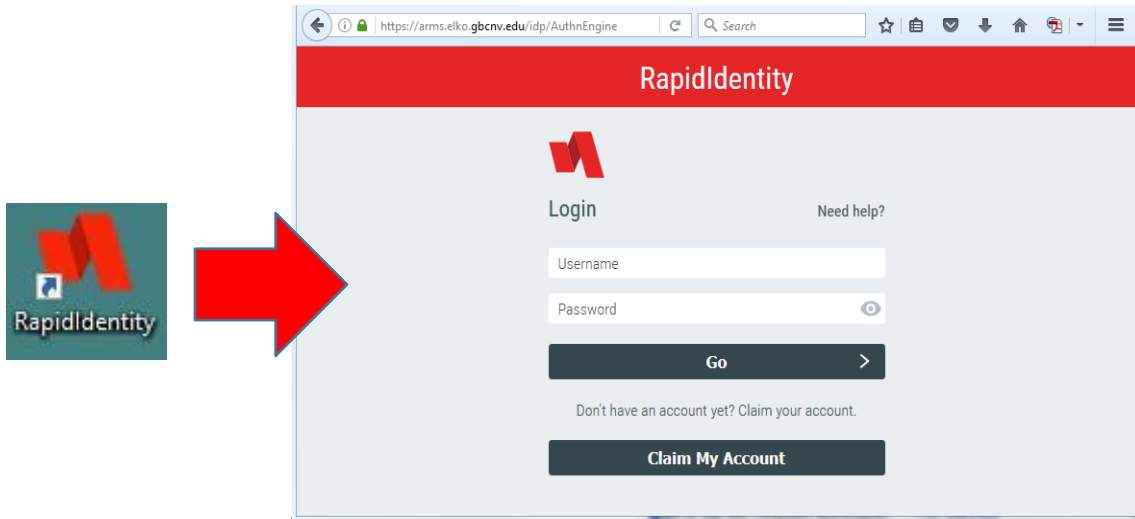
If you already have your 10-Digit number, have setup your security questions and need a password reset, attempt to use the “Forgot My Password” option in step 7.

1. Type your 10-Digit ID into the “Username” field. Type your password into the “network password” field and select the “Enter” arrow. If unsuccessful, verify your credentials are correct. Remember, your password is case sensitive.

A screenshot of the OES Network login interface. At the top is the GBC logo. Below it is the text 'Log on to OES Network'. There are two input fields: the first is labeled 'Username' and the second is labeled 'network password' with a right-pointing arrow button. Red numbered arrows point to these fields: '1' points to the Username field, '2' points to the network password field, and '3' points to the arrow button. Below the input fields is the text 'Did you forget your password?' and a link 'Show Advanced Options'.

Using Rapid Identity to reset password

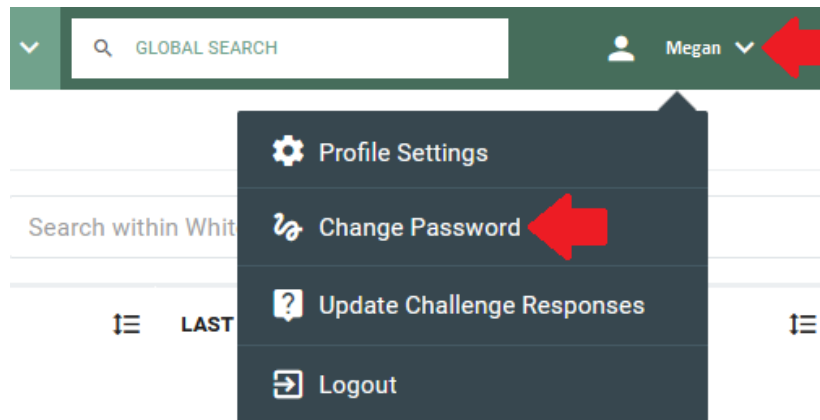
2. In order to reset your password, you will need to visit [HTTPS://ARMS.ELKO.GBCNV.EDU](https://arms.elko.gbcnv.edu). This will work both on campus and at home. If you are using a GBC machine there will be a "GBC-RapidIdentity" icon on the desktop. **Your username and password will be the same 10-Digit ID and password used to log into the computers.**



3. You will be required to setup your security questions. The first question has already been created, asking "What is your mother's Maiden name?". You will create both your 2nd question and answer. Make sure it is something that you will remember and not easily guessed by others. Once that is completed click "save":

The image shows a web form titled 'Update Challenge Question Responses'. At the top, there is a lock icon and the title. Below the title, there are two instructions: '- You must answer at least 1 of the pre-defined questions below.' and '- You must create a user defined question.' The form is divided into two sections: 'Pre-Defined Questions' and 'User Defined Questions'. Under 'Pre-Defined Questions', there is a text box containing the question 'What is your mother's maiden name?' and an input field labeled 'Enter your answer' with a red asterisk to its right. Under 'User Defined Questions', there is a green plus icon in a circle, followed by an input field labeled 'Enter a question' and another input field labeled 'Enter your answer' with a red asterisk to its right. At the bottom of the form, there is a blue checkmark icon, a message that says 'Saving is only enabled after entering an adequate number of responses', and two buttons: 'Save' and 'Cancel'.

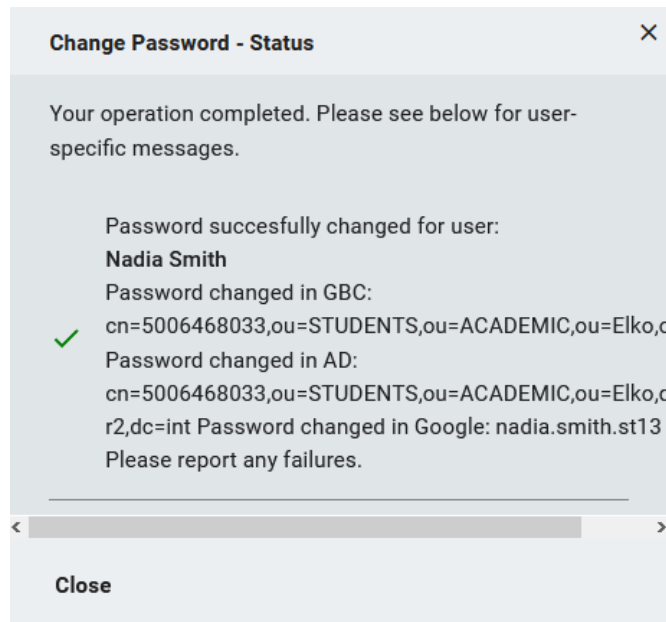
1. Once you are finished setting up your security questions, you will need to change your password by clicking Your name and “Change Password”:



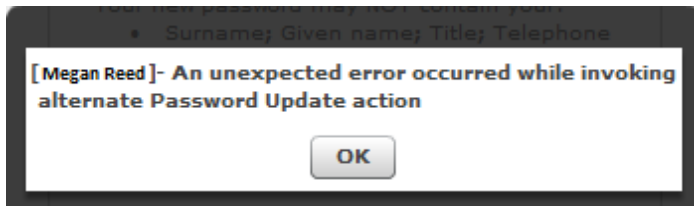
2. Enter your temp or current password in “Your Current Password” and enter your new password in the 2nd field and confirm it in the 3rd. Your password must contain the characters asked in the illustration and you will not be able to use your password. Verify that your password meets requirements then click “Save”.

A screenshot of a 'Change Password' form. The form has three password input fields: 'CURRENT PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. To the right, there is a section titled 'Your new password MUST be:' with a red box around it, containing requirements: 8-255 characters long, Minimum 1 uppercase letter, Minimum 1 lowercase letter, and Minimum 1 number. Below this, a 'Do NOT use:' list includes Telephone, Title, Email, Username, Last Name, Full Name, Display Name, and First Name. A red arrow points down to the 'Save' button at the bottom right. The 'Cancel' button is at the bottom left. A 'Default Password Policy' section at the top lists rules like 'At least 8 characters' and 'No character can be repeated sequentially more than 3 times'.

3. Be sure to see a message similar to this to know your password has changed:

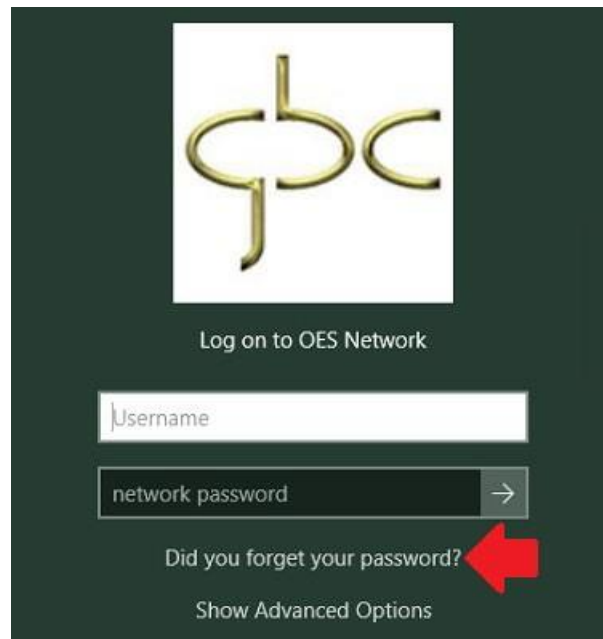


If you receive an “unexpected error” message attempt to change it again and test it to insure it has changed. If not contact the helpdesk at 775-753-2167.

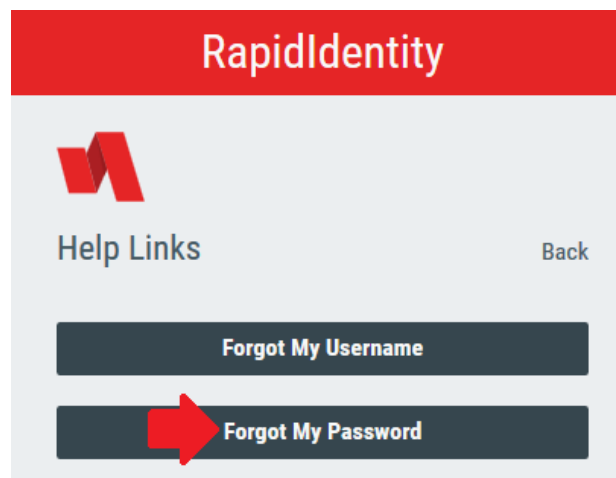
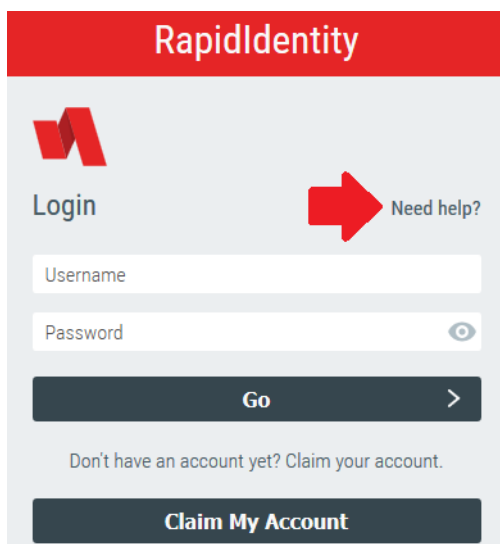


Using the Forgot My Password to reset password

4. If you know your 10 Digit ID username and have already setup your security questions, you may attempt to use the “Forgot my password” to reset your password. If you are on any GBC computer you may use the “Did you forget your password?” link.



If you are at home you will need to visit the same [HTTPS://ARMS.ELKO.GBCNV.EDU](https://arms.elko.gbcnv.edu) link and select “Need help” then “Forgot My Password”



5. The same steps will appear both at home and on campus. You will need to choose “Forgot my Password. Follow steps 1-4 by verifying your 10-Digit, answering your questions then resetting your password:

Access Request Management System
By iDENTITY AUTOMATION

Step 1 of 4

Enter your username to begin.

eventt1

Next

Access Request Management System
By iDENTITY AUTOMATION

Step 2 of 4

Answer your challenge questions

test? *

Enter your answer

What is your mother's maiden name? *

Enter your answer

Next

Access Request Management System
By iDENTITY AUTOMATION

Step 3 of 4

Fill out the following fields to change your password. Failure to change your password on this screen may result in the disabling of your account.

If you can't see all 3 password fields please make your browser full screenen.

Password Policy:

- At least 8 characters
- At least 1 Uppercase letter
- At least 1 lowercase letter
- At least 1 number

No character can be repeated sequentially more than 3 times
Your new password may NOT contain your:

- Surname; Given name; Title; Telephone Number; or User ID

.....

.....

Next

Access Request Management System
By iDENTITY AUTOMATION

Step 4 of 4

Password change complete. You may now close this window.

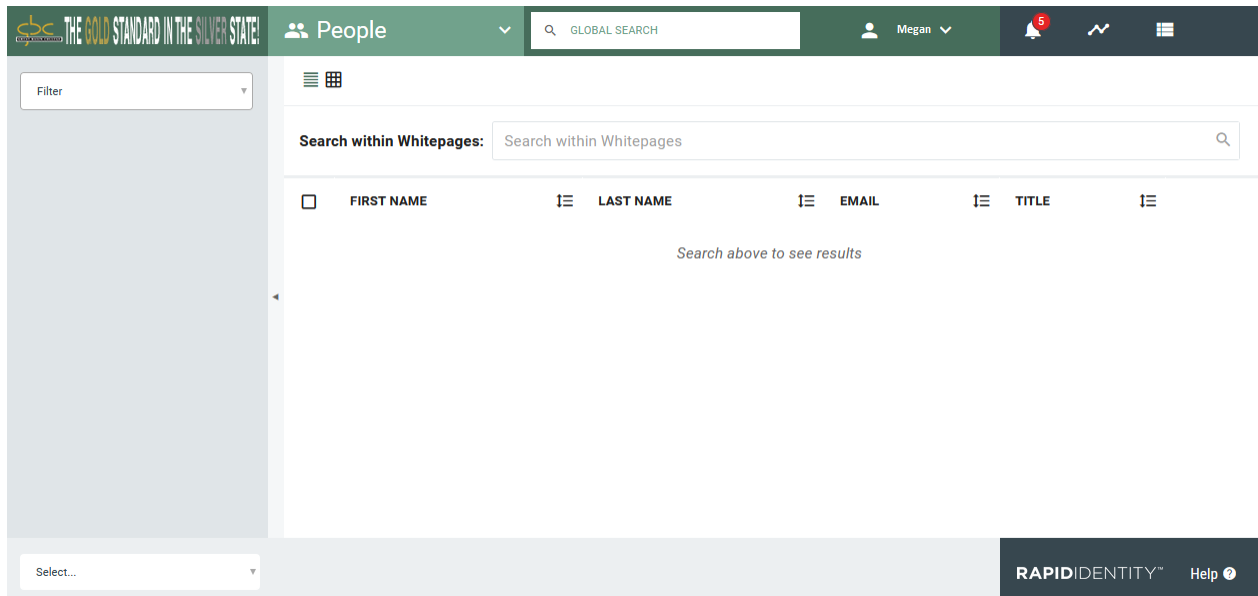
If you run into any issues and you are not able to reset your password, you may contact the helpdesk at 775-753-2167.

What is my Google Account and what is it for?

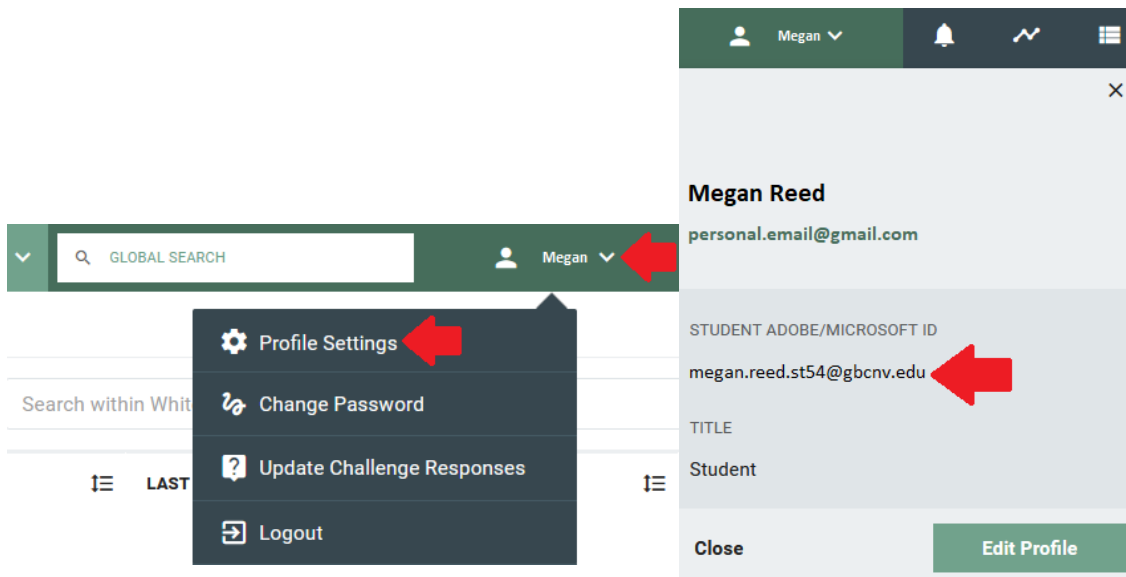
- 6. Your Google Account will be used to sign into Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat and GBC Library electronic resources.

Log into Rapid Identity from Step 2. Click on your name and select "Profile Settings":

[HTTPS://ARMS.ELKO.GBCNV.EDU](https://arms.elko.gbcnv.edu)

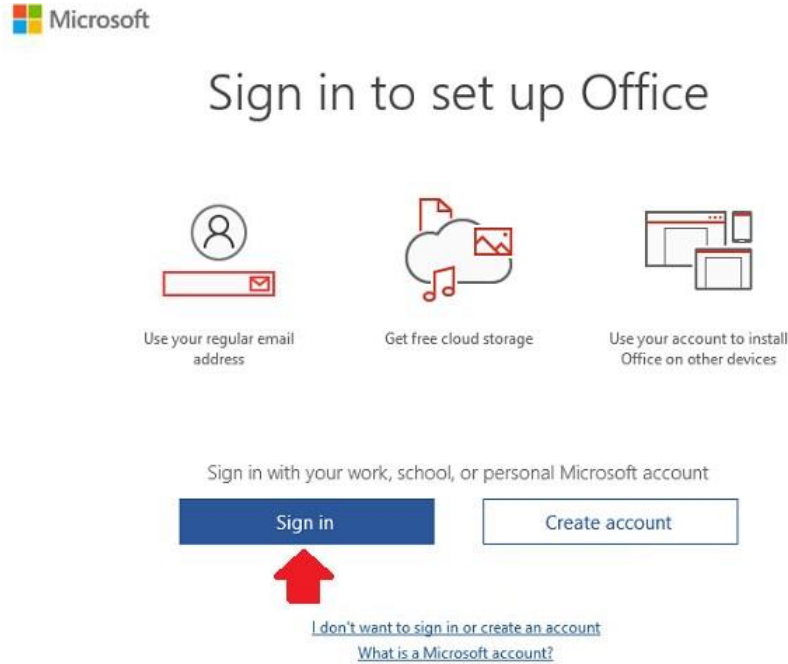


You will see your Google Account, is required to use Microsoft & Adobe software:

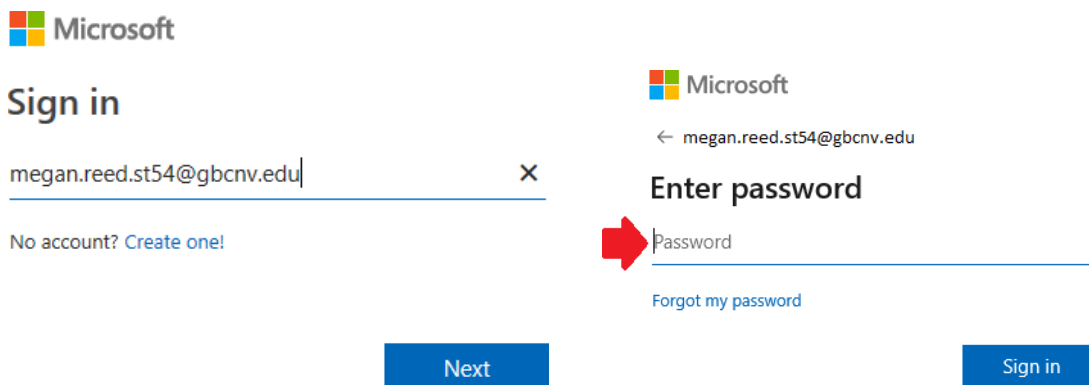


How to Sign into Office:

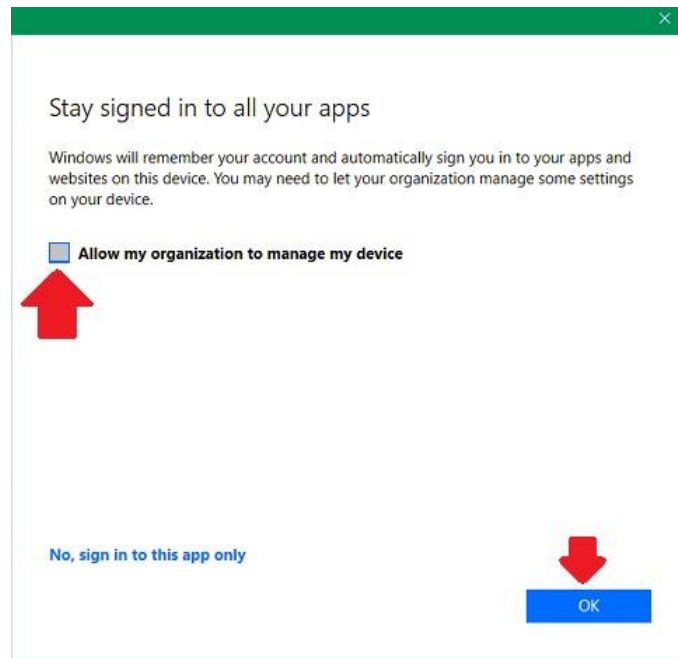
7. You will click Sign in and use your Google account use same password you created from step 2:



Enter your Google Account then password:

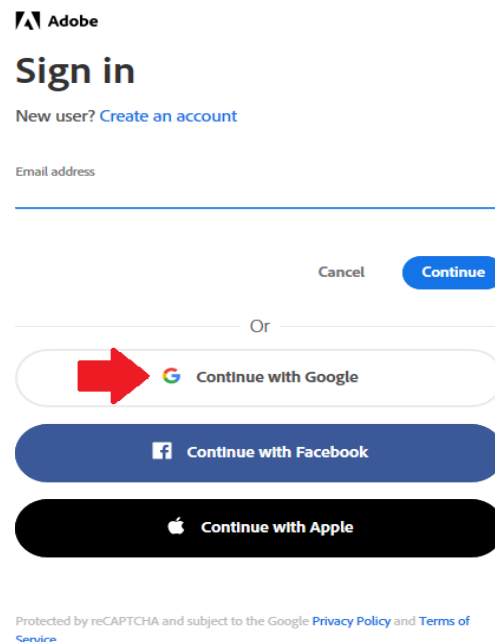


If you receive the following window, uncheck “Allow my organization to manage my device” or it may fail to activate:

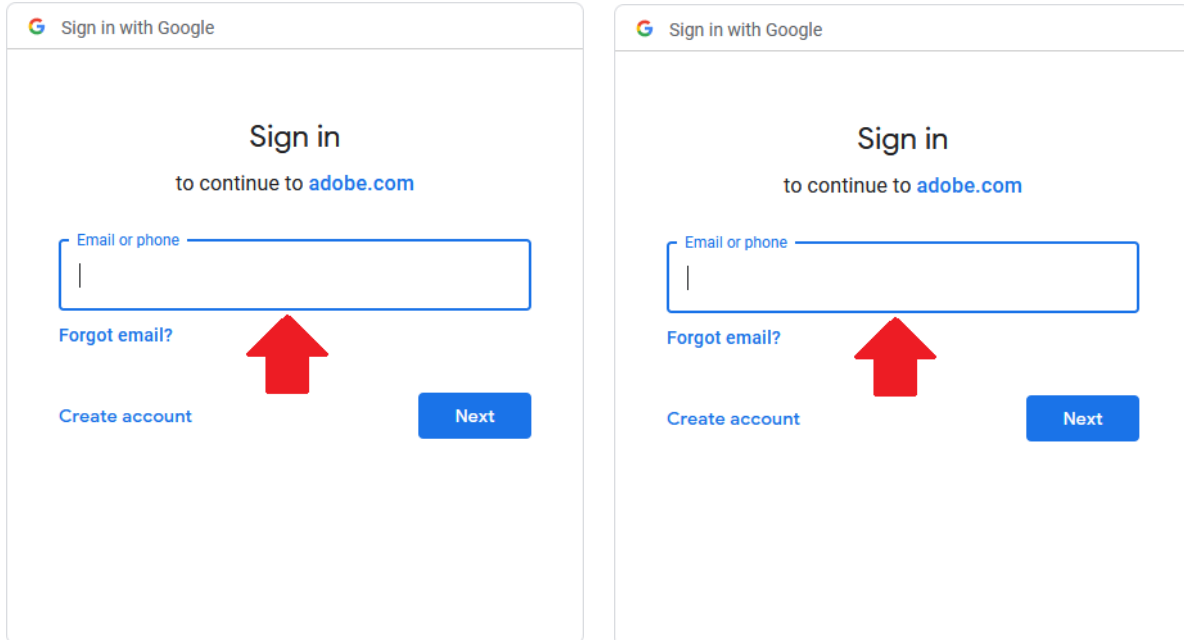


How to Sign into Adobe Acrobat for on campus only:

8. If you need to use Adobe Acrobat for editing PDFs on campus, you will be required to sign into it using your Google Account.



Your browser will open, enter your Google Account along with your password from step 2:



Once entered correctly, you should see a confirmation window:



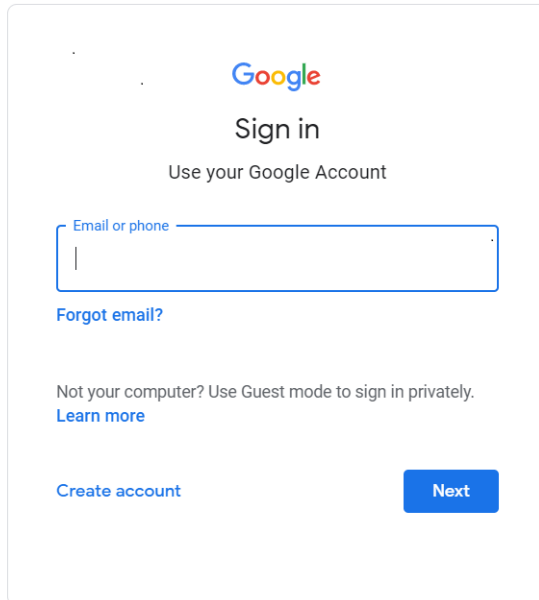
You're all set!

You can now close this browser tab and go back to your application.

You should only need to use Adobe Acrobat if PDF editing is required. If you are only needing to read or view a PDF you may use Foxit which does not require a sign in.+

How to sign into Library electronic resources like databases

1. You may need to login to access library resources. If you see the image below, use your Google Account username and password you created from step 2. Enter Username first, then you'll be prompted to enter your password.



The image shows a Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone" and a vertical cursor. Underneath the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".