How to Obtain User Name for Logging Into myEGSC Portal

The myEGSC portal contains: Catmail, BANNER Web, Georgia View D2L, ConnectED and miscellaneous other items needed.

A student’s username and password for logging into the myEGSC portal are create when the applicant’s status changes to a fully accepted student.

To retrieve your user name, go to www.ega.edu and click on “myEGSC” icon.

Click on the link on the left side of the page to retrieve your user name.
Fill in the 4 blocks and click the search button

This will display your login name. This is also the first part of your student email address. Your email address is your login name followed by @ega.edu. Click on “Return To MyEGSC Login” to go back to the login page.

Your BANNER Web PIN

The first time you log into BANNER Web, you will be prompted to enter your BANNER webPIN number. Perform the following steps to retrieve your BANNER Web PIN number.

1. Click on the gold bar located at the bottom of the login box that says “ONLINE HELP”. 
2. On the next page, click on the sentence that says “Click here to retrieve your BANNER ID (Student/User ID) & BANNER PIN Number”

3. Enter your information in the boxes and click the search button.

This will display your BANNER Pin. **Write it down.** You will need this the first time you log into BANNER.

**Do NOT** click on the button “Proceed to BannerWeb Login”

4. Click the back arrow to go back to the previous page.
You now have the information needed to log into the portal.

Enter your user name and password. Your password is the last 4 numbers of your social security number followed by the last 2 numbers of the year you were born.

This is the terms of usage page. You will see it the first time you log into the portal. Scroll down to the bottom and click accept.

On this page, you will be prompted to create 2 security questions and answers. You will only see this the first time you log into the portal.

Click **save** on step 1, and go to step 2 (located at the top of the next column) and click “**TAKE ME TO MYEGSC**”.

**Catmail** is for email. **BANNER** is where you will register for classes and see your grades. **GeorgiaView** **D2L** is where you will see your online classes. **Emergency Contacts** is where you will enter your contact information for ConnectED.

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**How to Change Password or Questions**

To change your password and security questions, go to:

- **Menu**
- **My Account**

In the left side panel choose:
- **Update Password Reset Questions**
- **Reset Password**

**GeorgiaView D2L**

This is where you will see your classes and complete assignments.

Please keep in mind that classes are uploaded to D2L nightly via a batch file.

However, those classes will not be visible in D2L until the day before classes start.

After the first day of class, if you add or drop a class before 12 noon, it will be visible the next day.

If you add or drop a class after noon, it will be 48 hours before you see the class in D2L.

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**BANNER Web**

The first time you log into BANNER Web, you will need to enter your student ID and PIN. This is the number you retrieved earlier in this documentation.

- If you have applied for Financial Aid, AND YOUR AID IS COMPLETE, you may see another screen that asks you to authorize your aid. Scroll down to the bottom to accept the award.
- You will also be prompted to create a security question and answer for your BANNER Web account.
Emergency Contacts

PLEASE TAKE A MINUTE TO CLICK ON THE “Emergency Contacts” icon located inside the myEGSC portal and provide up to 6 phone numbers that will be used to quickly contact you with voice and text messages that contain emergency-related campus information (e.g., campus closing, campus threat, health scare, etc.)

For more information about this service, go to https://myegsc.ega.edu/web/mycampus/help and click on “How to setup & receive EGSC ConnectED emergency campus alerts on my cell phone?” under the “Questions About?” heading.

Tidbits About Workstations Located in Common Areas

DeepFreeze
- For your protection and security, all general use PCs run a program called DeepFreeze.
- Each time the PC is rebooted it erases any changes or files that were saved to it.

BEST PRACTICES
- Before using a PC, reboot it if it is already on so that you are not exposed to a Virus or Trojan that may have been downloaded to the PC by the previous user.
  - Always save your work to a jump drive or email it to yourself.
  - SAVE YOUR WORK OFTEN AND NOT JUST WHEN YOU FINISH.

GoPrint
Swainsboro and Statesboro campuses manage printing utilizing GoPrint. Each student is allotted $30.00 at the beginning of each semester. If you do not use all the pages allotted to you, the balance carries over to the next semester. If you exhaust your quota, you can add pages by adding funds to your Bobcat Bucks account and using the Bobcat Bucks purse at the release station

Still Have Unanswered Questions?

Please visit, https://myegsc.ega.edu/web/mycampus/help for more answers to commonly asked questions.