New myEGSC web portal information

Some of the features of the new portal include enhanced self-service account management capabilities and a single sign-on experience to various systems and applications such as Georgia View D2L, Banner Web, Office 365, CampusLogic, StarRes, student forms, and Zoom.

The new myEGSC portal will also provide a robust self-service password management that will enable users to change, reset, and recover their passwords securely.

When users login to the new portal for the first time, they must enter a secondary (non EGSC) personal email address or a cell phone number, which will be used for password recovery/reset and eventually for multifactor authentication login to ensure the security of users’ accounts.

The new myEGSC portal will also have a mobile app version that can be downloaded and installed on Android and Apple mobile devices. Information about how to access and install the mobile app will posted in the new portal.

If you have any questions about the new myEGSC web portal or have problems logging on the portal, please contact EGSC Information Technology via email at cswork@ega.edu or via phone at 478-289-2004.

To access/logon to the new myEGSC portal, follow the steps below:

1. Open your web browser and go to web link myegsc.ega.edu or select the “myEGSC” icon located on the home page of the EGSC website (www.ega.edu). The login page (shown below) for the new portal will appear.
2. Enter your **username** and **password** that you currently use to login to the myEGSC web portal, then click **Login** (Do not include @ega.edu when entering your username.)

3. **Self Service Enrollment**
This will allow you to recover/reset your password should you need to in the future. Click your preferred recovery method (personal cell phone or personal email address). Click **Continue**

4. On the next screen, enter your 10-digit cell phone number if you selected the personal phone number option OR enter your personal email address (you cannot use your EGSC email address) if you selected the personal email address option. Click **Continue**.

5. If you selected the phone option, you’ll receive a text message on that phone that will include a One Time Passcode; if you selected the email option, you’ll receive an email message at the email address you entered that will include a One Time Passcode.
6. Once you receive the One Time Passcode via text message or via email, enter the One Time Passcode in the Passcode field on the screen shown to the right. Click **Continue**.

7. You should then see a message that your “Self-Service Action was Successful.” Click the **Try to continue logging in** link that appears in the message to continue the logon process.

8. On the next screen that appears, agree to the **Terms of Use** by clicking **Accept**. You can view any of the Terms of Use listed on the screen by clicking the link for that terms of use, policy, or procedure.

9. While your myEGSC account is being set up, you may see a screen like the image displayed to the right.
10. When you see the **Welcome to myEGSC!** screen, you have successfully logged into the new myEGSC portal. To learn more about the portal and how to customize it, click **Get Started**.

**Tools:** The Tools section of the portal contains links/icons to key systems and applications such as EGSC student email, GA View D2L Brightspace, Banner Web and others. To view all the Tools available to you, click **Tools**.

**Groups:** The Groups section of the portal connects you with announcements, conversations, and resources at EGSC that are available to you.

**Pages:** The Pages section of the portal contains important information such as Student Forms and the **Mobile Alert Signup Form**, which you can use to enter your cell phone number to receive announcements from EGSC on your cell phone.
Profile: Use the Profile feature to customize your profile with a photo and to customize other information about your portal account. See pages 6 and 7 for more information about the various settings that are available to you in the Profile feature.

Account Settings: Use the Profile / Account Settings option to allow you to choose what you share with other users in the portal. You can customize your privacy settings to share information with all users, only your connections, or just yourself.

The Search feature allows you to search for anything accessible to your account in the myEGSC portal. You can search for things such as Tools, Pages, Alerts, Notifications, Events, Groups, People, and Files.

The Activity feature in the portal is where you will see in one location updates & new activity that are relevant to you. You will see items that are new since the last time you logged in the portal.
Profile settings
You can edit your profile with your image/photo as well as select a background image. Click your Profile / View Profile.

To edit your profile, click on the Edit Profile link to begin editing your profile. You will be able to add/update your profile picture and your background image.

Click Upload Image to upload your profile picture.

Browse to the image you would like to upload and select Open to add the image.
Click **Get Started** to add your hobbies, skills, language, and other information you would like to include about yourself.

Edit your profile by adding information you would like to include about yourself such as your contact information, educational background, your prospective graduation date, among other options. When finished, click **Save Changes** OR click **Cancel**.

Click the **Notifications** bell icon to see notifications you have received. Click the **Messages** icon, located next to the Notifications icon, to send an instant chat message to another user and to view chat messages you have received.
As an EGSC student, you have access to Microsoft Office 365. You can easily connect your EGSC Office 365 student email account to your myEGSC portal account by clicking the **Connect Account** button shown in the screen capture to the right.

The new myEGSC portal can be customized to fit what you would like to see. For example, to see all the Tools available to you, click on **View All**. Select the Tools you would like to add. Remember, you can update the tools at any time.

When you are finished using the myEGSC portal, to protect your myEGSC account, be sure to select **Logout** from the Profile menu.

To add a Tool, click on the ‘star’ and to remove a Tool you added, click on the ‘star’ to remove. Note that some Tools are standard and cannot be removed.