

Student Technology Guide

- To access the Student links, go to <https://www.southgatetech.edu>. Here you will find the MySGTC and SGTC eMail links at the top of the page.
- To begin, click the SGTC eMail link. Type your Username(from **Admissions**) and your initial Password, which will be the Uppercase letter of your last name, followed by your 8 digit birthday, with an exclamation point(!) at the end. For Example: John Smith with birthday Jan. 1. 2000 would be S01012000!
- Once you have successfully logged into your Student eMail, then proceed to MySGTC for Blackboard and other Student related links. This will take you to Okta Dashboard Signin.
- If it is your first time logging in to MySGTC, Okta will ask to send a **verification link to your email**. Click the button.
- Check your email for the link. You can click the “sign in” button or use the code provided to put into the sign in page.
- Once in Okta, you will be presented with the new “MySGTC” page where you will find Blackboard, Office 365 Email and Student BannerWeb 9 tiles.

Student Email, MySGTC will have the same login credentials

Username: Full SGTC email including @student.southgatetech.edu

Password: your current SGTC password

Outlook

- Stay up to date on activities, deadlines, and more
- Email your instructors and advisor

BlackBoard

View courses and course materials

- Submit an assignment
- Check grades

For questions concerning courses or content within Blackboard contact your instructor or Teresa Jolly at tjolly@southgatetech.edu

Student BannerWeb 9

Add/drop classes

- Check financial aid
- Pay for classes and view payments
- Print and view your class schedule
- View final grades and unofficial transcript

Okta Verify

- Smartphone app to support multifactor authentication with Okta account
- Verify login by push notification or 6-digit code
- Push notifications include a location; be mindful when approving
- Selecting No to a push notification will lock your account and prevent unauthorized access

Office 365

**Students must be actively enrolled in classes to have free access to O365*

- SGTC students have free access* to Microsoft Office
- Includes Word, Excel, PowerPoint, OneDrive, Outlook, Teams, and more

To install Office 365 on a personal PC or device:

You may have multiple versions of Microsoft Office installed on your computer. Do not uninstall a previous version unless you have the product key to reinstall later.

1. Sign in to SGTC email
2. Select App launcher (9 dots) upper left corner
3. Choose Microsoft 365
4. Select Install Microsoft 365
5. Follow on-screen prompts to complete the installation

NOTE: Your password will expire every 45 days. Contact the Student IT Help Desk by email:

studenthelpdesk@student.southgatetech.edu

Or call (229)931-2290