

# Getting Started

## How to Create Your WebCT Account to Enroll in the On-line Financial Aid/Counseling Workshop

Follow these easy steps:

**STEP 1:** Open your Internet Browser (Internet Explorer or Netscape Navigator)

**STEP 2:** Type in <http://webctarchive.gcccd.edu> in the address field at the top

**STEP 3:** Click on "Create my WebCT"

Entry Page

Welcome to WebCT



[Create myWebCT](#)

[Log in to myWebCT](#)

[Forgot your password?](#)

[Need help deciding what to do?](#)

[See courses on this server.](#)

**STEP 4:** Fill in all asterisked boxes

**NOTE:**

- When making your WebCT ID and password make it something you will remember
- Use all lower or UPPER case letters
- If you don't have an email address, create a fake one with an @ sign in it or go to Hotmail and sign up for a free account

**STEP 5:** Click "Continue"

**Create myWebCT**

myWebCT gives you access to all your WebCT courses. Completing this screen creates your myWebCT and sets the WebCT ID and Password that you will use to log in to it.

Choose your own WebCT ID and Password that you will use to log in to WebCT.

Note: If your school has given you a User Name and Password, do not use them here. The User Name and Password are

**Personal Information**

\*First name:

\*Last name:

\*Email address:

**Login Information**

Your password must contain a minimum of 4 characters. You should record your WebCT ID and Password and store them in a safe place.

\*WebCT ID:

\*Password:

\*Confirm password:

Login hint:  If I forget my password, ask me this question.

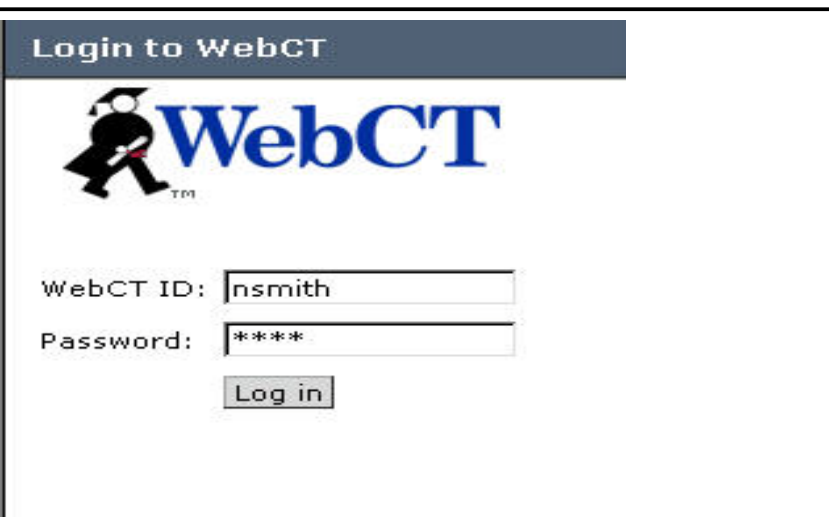
Correct answer:

To add courses to your myWebCT click **Continue**, and then enter your WebCT ID and Password. To return to the Entry Page, click **Cancel**.

\*Required fields.

**STEP 6:** Type in User Name and Password that you created

**STEP 7:** Click “Log in”

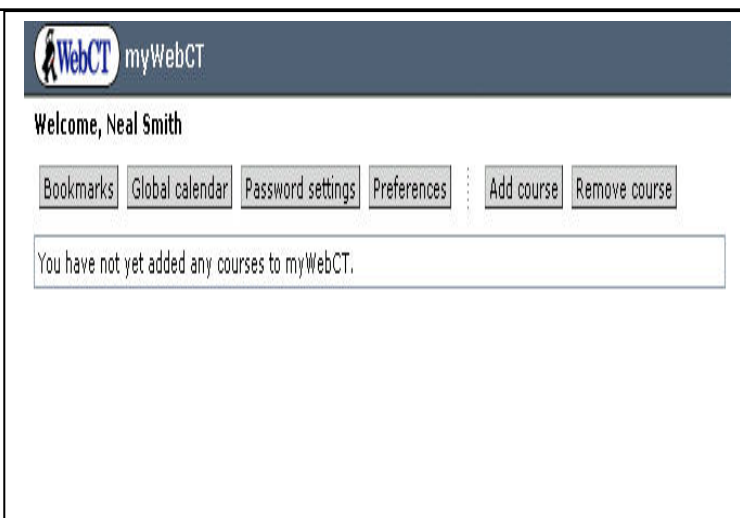


WebCT ID: nsmith

Password: \*\*\*\*

Log in

**STEP 8:** Click the “Add course” button



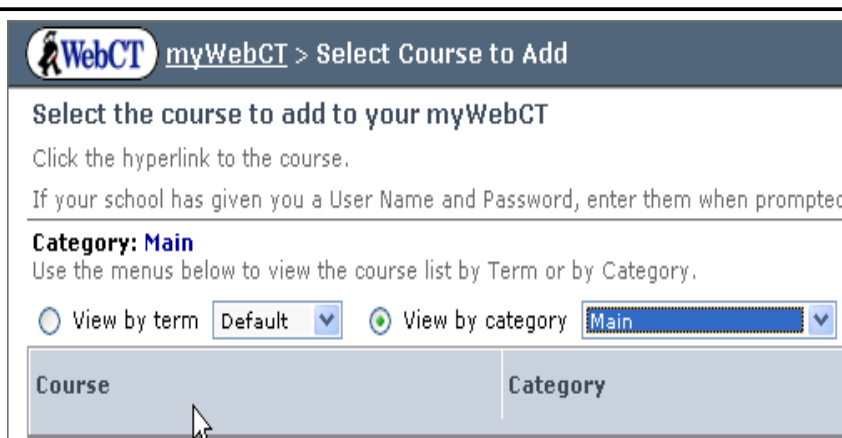
myWebCT

Welcome, Neal Smith

Bookmarks Global calendar Password settings Preferences Add course Remove course

You have not yet added any courses to myWebCT.

**STEP 9:** Click on “View by Category” and in the drop down menu select “Student Services”



myWebCT > Select Course to Add

Select the course to add to your myWebCT

Click the hyperlink to the course.

If your school has given you a User Name and Password, enter them when prompted.

**Category: Main**

Use the menus below to view the course list by Term or by Category.

View by term Default  View by category Main

Course	Category
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**STEP 10:** Click the “Update button”

**STEP 11:** Scroll until you find the “Grossmont Financial Aid/Counseling Workshop”

**STEP 12:** Click on the workshop

**Category: Student Services**

Use the menus below to view the course list by Term or by Category.

View by term   View by category

Course
Cuyamaca Financial Aid/Counseling Workshop (Viersen)
Grossmont Financial Aid/Counseling Workshop (Viersen)

**STEP 13:** Enter your User Name and Password

**STEP 14:** Click the “Register” button. Do not click the “Continue” button



myWebCT > Select Course to Add > Add a Course to myWebCT

**Add a Course to myWebCT**

Enter the User Name and Password that your school has given you for this course.

User Name:

Password:

If your school has not given you a User Name and Password, you may self-register.

**STEP 15:** Enter your Student ID Number

**STEP 16:** Click the “Continue” button



myWebCT > Additional Information

[Help](#)

**Additional Information**

The instructor for this course requests additional information to be entered before you may self-register into this course.

**Required Fields**

You must fill in all of the required fields.

SSN:

**Step 17:**

Congratulations! You have successfully added the course for Grossmont College! You can:

- Add another course
- Go to the course
- Return to my WebCT

**Course Added**

You have successfully added the course [Cuyamaca Financial Aid/Counseling Workshop \(Viersen\)](#) to myWebCT.



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[Add another course](#)[Go to course](#)[Return to myWebCT](#)

Next time you log back into the class, repeat Step 1, 2, and 3 and click on “Log in to my WebCT”.