GTC's New Password Portal
How to Register

In order to use the Password Tool, you must register your account with a mobile device that supports text messaging and a personal email address. Do not use your GTC Outlook address.

> **Note: If you need to RESET an <mark>unknown</mark> password, please turn to Page 5.**
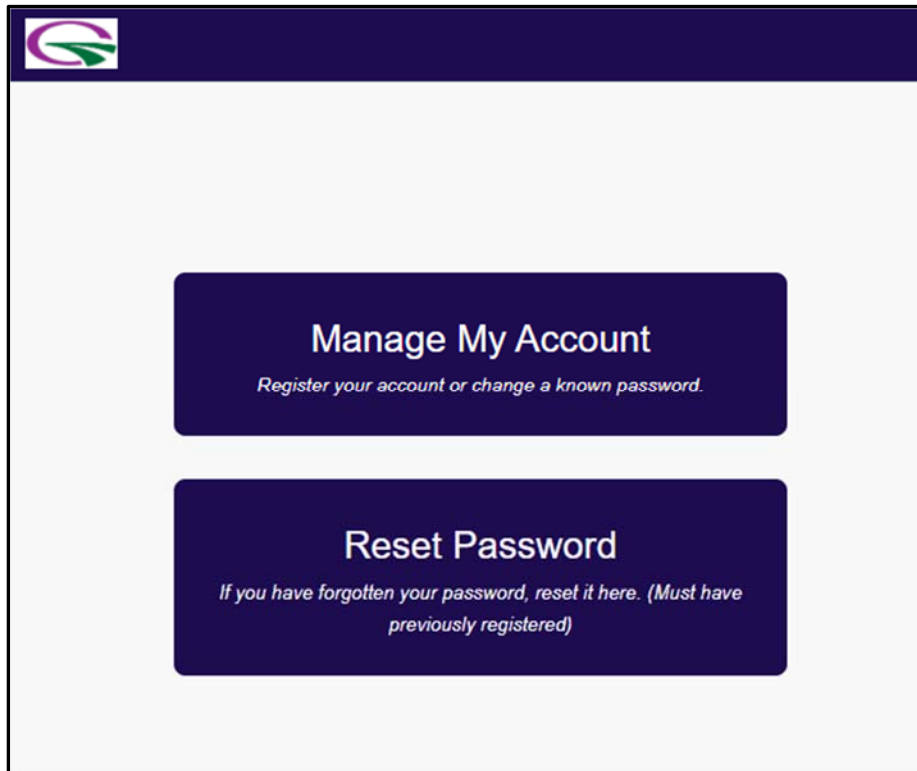> **~ ~You must be registered in order to Reset the password.~ ~**

You <mark>MUST</mark> include a prefix before your username in order to log into the system:

- gts\ <username> if you are a student
- gvl\ <username> if you are an employee
  Examples: gts\bradfordrgb (student) and gvl\brackenjrb (employee)

> **Begin here:**
>
> **account.gvltec.edu**

Click: - **Manage My Account**

On the User Portal page, click the "I'm not a robot" box. If the CAPTCHA task appears, you will need to complete that as well ("Click on all the trucks/fire hydrants/crosswalks/tractors, etc.")

Log into the password tool using your **current network username** (include the prefix before your username) and your **current network password**. Example: gvl\brackenjrb

- Click **Next**.
- The screens that appear next will depend on whether or not you have ever logged into the previous password reset tool.

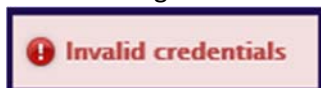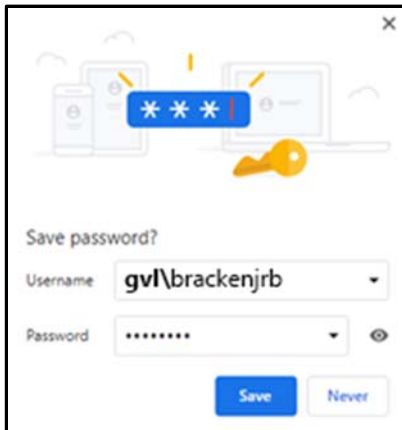The following error is alerting you to include your appropriate prefix (gts\ or gvl\):

You may be asked to save your password. It is never recommended to save a network password.

Enter a secondary email address. Please use a **personal** email address that you can easily access. Do not use your Outlook address.


Enter a mobile phone number.

Once you have registered, and any subsequent times you return to the tool, **My Profile** is displayed. Across the top of the screen, you will see three options. (Note: the other tabs are explained on page 6)

- **My Details** – the initial screen that displays your Given Name, Initial and Surname (the default)
- **Change Password** – use this option to change your KNOWN password
- **Mobile**
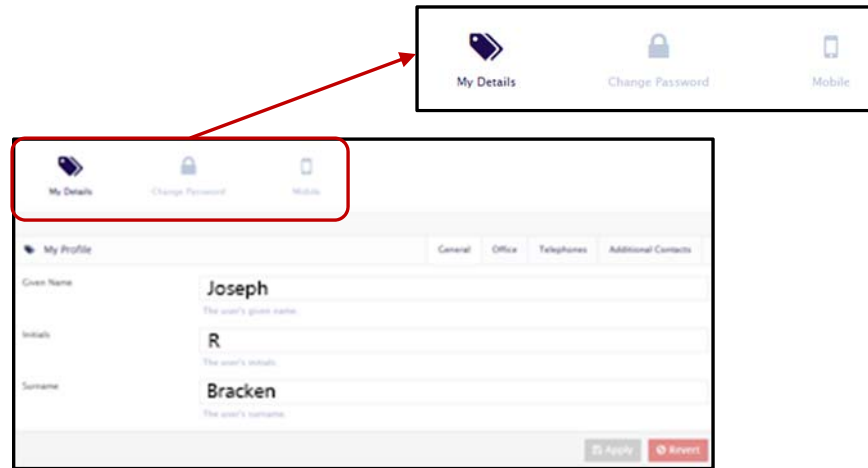
To change your KNOWN password, click the **Change Password** option (shown as a padlock)
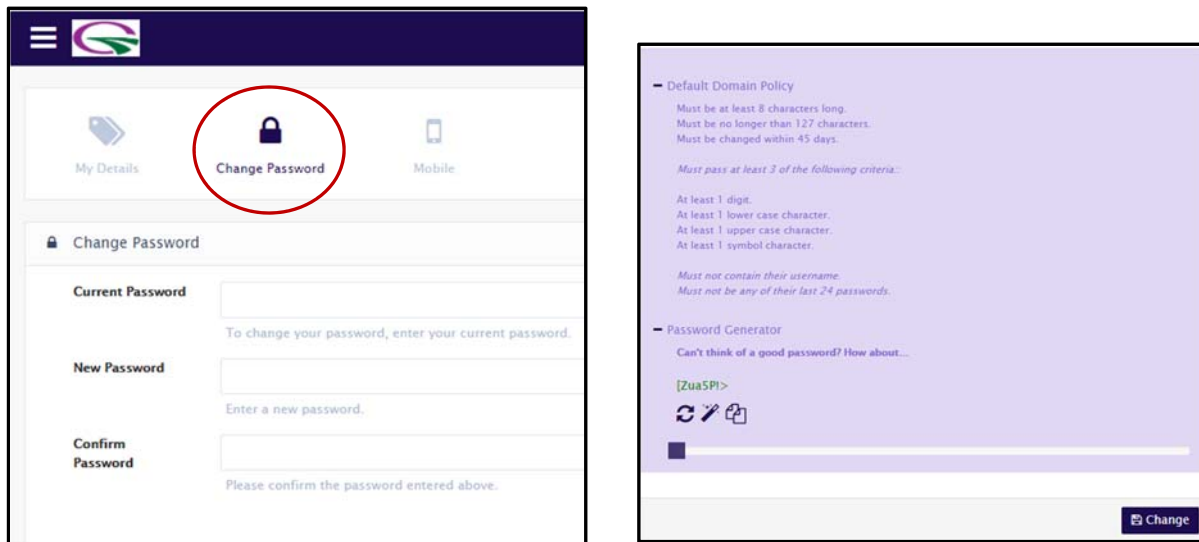
GTC's password policy is displayed below the password change fields (shown in lavender above). Once you have entered and confirmed your password, click **Change** at the bottom of this screen.
Note: ONLY use the scroll bar (at the bottom) if you want the portal to generate a password for you.

You have now registered your account. **Logout** of the system by clicking the exit button (top right)
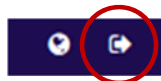
RESETTING an Expired or Forgotten Password

You **must** have already registered with the password tool in order to reset an expire password.

To RESET your password (it has expired or you have forgotten it), return to the initial GTC Password Portal (account.gvltec.edu) and click the **Reset Password** box.

Enter your prefix and your Username and click **Next**. (gts\ or gvl\username) A code will be sent to the your **registered** mobile number. When the code is received, enter it in the **One Time Password** and click **Next.**
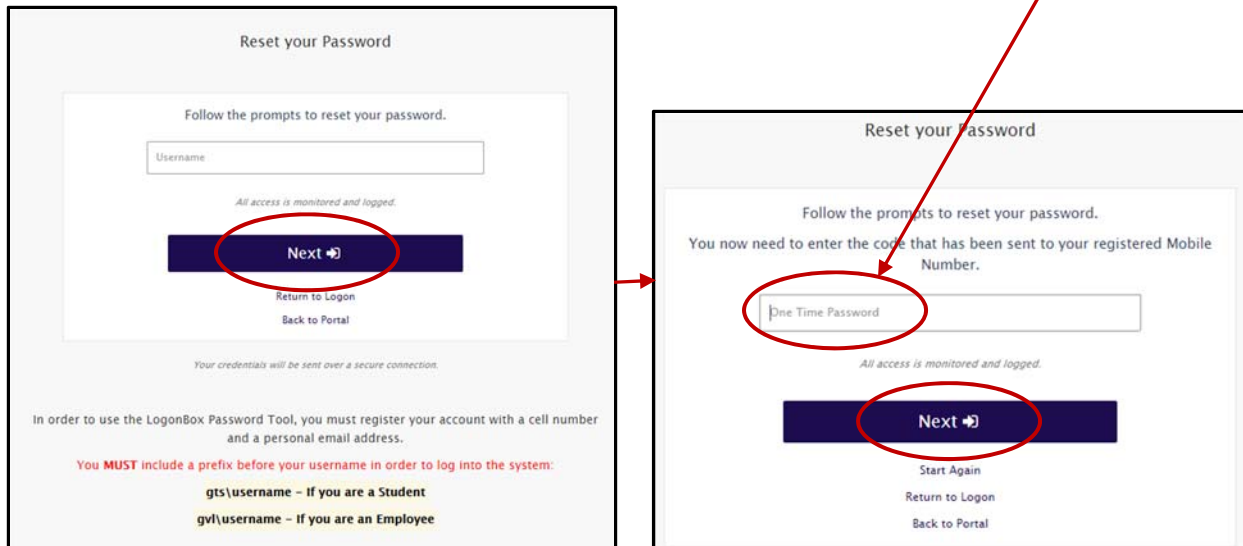
You will be prompted to enter and confirm a new network password.

Other tabs provided on the My Profile screen

Office:

Your GTC Outlook address is displayed.

Telephones:

Your mobile number is displayed.

Additional Contacts:

Your personal or GTC Gmail address is displayed.