



Summer semester begins May 14, and it is important to log into your online class (whether its online or face to face) and get started as soon as possible. Below are a few things you should do before classes begin.

- Log into Banner Web/My Info and retrieve your Net ID. Your Net ID consists of letters and numbers and is different from your Student ID (Banner ID), but you will need both. While in Banner Web/My Info, click on Enter Secure Area, then click on Personal Information, and then scroll to the bottom of the list and click on View IDs. Your Net ID is your username to log onto computers on campus, into D2L Brightspace for course information, and your official student email.
- Set up your D2L Brightspace password. To set up your password, go to <http://password.gfcmsu.edu> and follow the instructions. You will need to know your Banner ID and Banner PIN to set this up.
- Log into D2L Brightspace at <http://elearning.gfcmsu.edu> to see if your instructor has posted course information prior to the beginning of the semester. Use your Net ID as your Username and the D2L password you created. To see your classes, click on the grid icon that looks like a waffle.
- If you are new to D2L Brightspace, complete the Essential Start course. This is a training course that was designed to give you the information needed to succeed in your courses (online or face-to-face). This training is in an online format and covers an overview of Brightspace, Student Email, Student Success, and Financial Aid. Most of our courses use D2L in some way. If you are a new student and haven't registered for the online Essential Start, call Admissions at 406-268-3700.
- The Essential Start course will be available May 1st. Summer courses will begin appearing in D2L Brightspace on May 7th, but you may not have access to your course until the official start date, May 14th.
- Log into your Student email and install Office 365. As a student you can now install **Microsoft Office 365 Pro Plus for free!** If you have problems downloading this software, please let us know.

If you have any questions or concerns about your online classes, please contact us so we can assist you. Call us at 406-771-4440, email us at elearning@gfcmsu.edu or chat with us at elearning.gfcmsu.edu. If you prefer to come in to see us, we are open from 8:00 – 5:00 p.m. Monday through Friday. Our office is in G100 near the East entrance. We offer hands-on assistance with D2L Brightspace, accessing student email, and uploading Office 365, so please stop by if you have any questions or concerns.

We're looking forward to working with you this summer and hope you have a great semester!

Karen Vosen
Student Support Coordinator

Wayne Breau
Instructional Technology Specialist

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