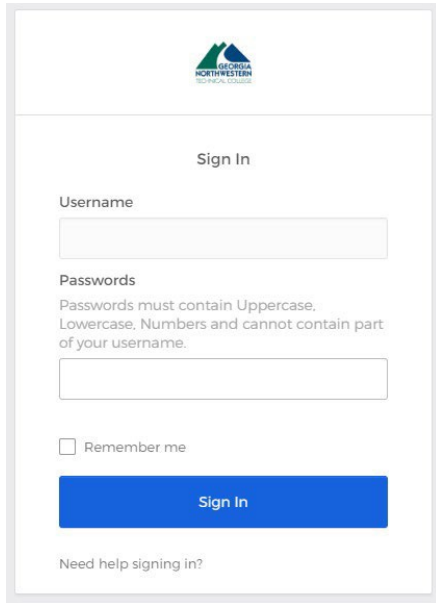


Quick Login Instructions

Logging into Okta

1. Navigate to the [Okta site](#)
2. Your username is your complete GNTC student email address and your password is your single sign on password that you use for MyGNTC, email, etc. If your password has expired, please click Need help signing in and then Forgot password.



Georgia Northwestern Technical College

Sign In

Username

Passwords

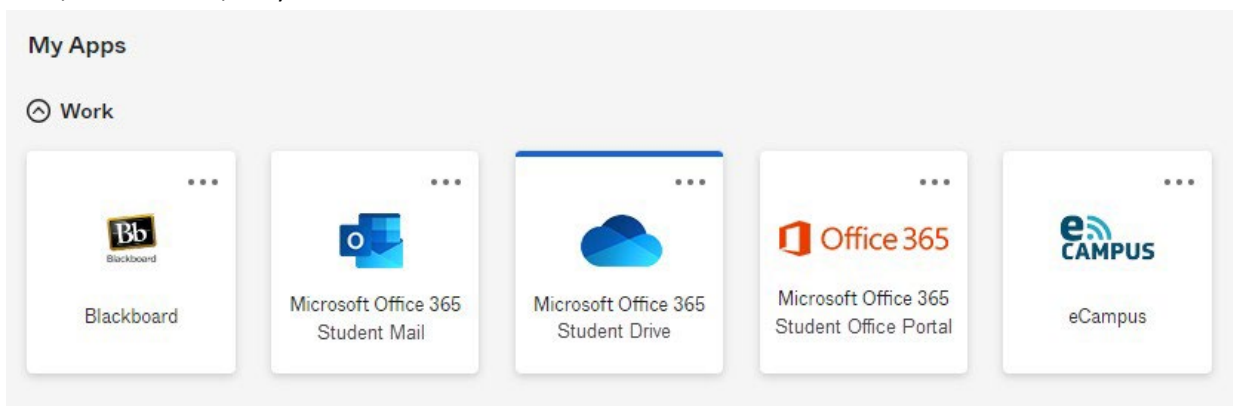
Passwords must contain Uppercase, Lowercase, Numbers and cannot contain part of your username.

Remember me

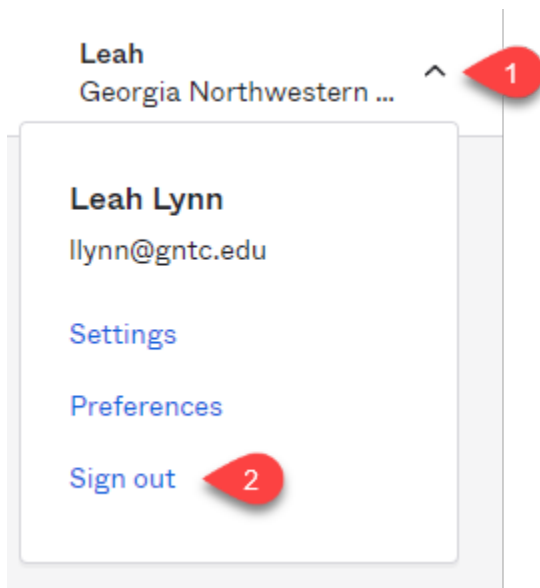
Sign In

Need help signing in?

3. After creating your Okta account, please clear cache and history. (GNTC is not responsible for changes made to personal electronic devices.)
 - [Clearing Cache Instructions](#)
 - [Clearing Cache Video](#)
4. After you successfully log in, click the GNTC application on the Okta dashboard that you want to use (Banner, Blackboard, etc).



5. Make sure you log out of Okta when you are finished by clicking your name in the top right corner and selecting "Sign out." Otherwise, you will have cache errors.



Blackboard

1. Click on the Bb (Blackboard) app and your classes should appear the first day of the term. Make sure you log out of Blackboard when you finish a session by clicking the power button in the top right-hand corner.



Logging out of Okta or closing your browser does not log you out of Blackboard. If you do not log out of Blackboard, you will receive errors when you try to log back into Okta!

2. If you receive a Blackboard sign-on error, you must log out of all open Okta and Blackboard sessions, clear your cache completely, and log back into Okta.

Login Problems and Session-Timeout Errors

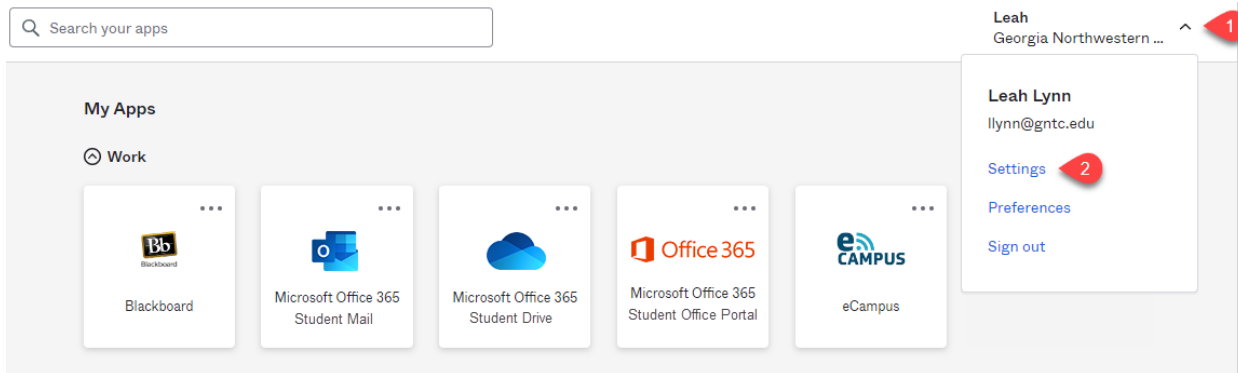
If you receive an error while trying to log into a GNTC app not on the Okta dashboard, you should submit the [Student Help Form](#).

1. If you receive an error logging into the Okta Sign In block,
 - a. Make sure you are using the correct login credentials.
 - b. Make sure you have logged out of any open Okta and Blackboard sessions and then clear your cache completely and log back into Okta.

- c. Do not log into multiple instances of Okta. If you need to work in another app, just return to the open Okta dashboard and click another app.
- d. Session-timeout errors require you to log out and close all open Okta and Blackboard sessions, clear your cache completely, and log back in.

2. Other Okta Features:

To change your password: Click the settings button underneath your name at the top of the page.



Select Edit Profile.

Enter your password information and verify your account. Complete the form to change your password.

Password Validation Rules

If you have problems changing your password, the system may not like what you are trying to change it to. There are several rules to follow when resetting your password.

- It must contain three of the four things a keyboard can do: uppercase letters, lowercase letters, numbers, and special characters.
- It must be at least fourteen characters long.
- It cannot contain your username.
- It cannot be a password that you have previously used.