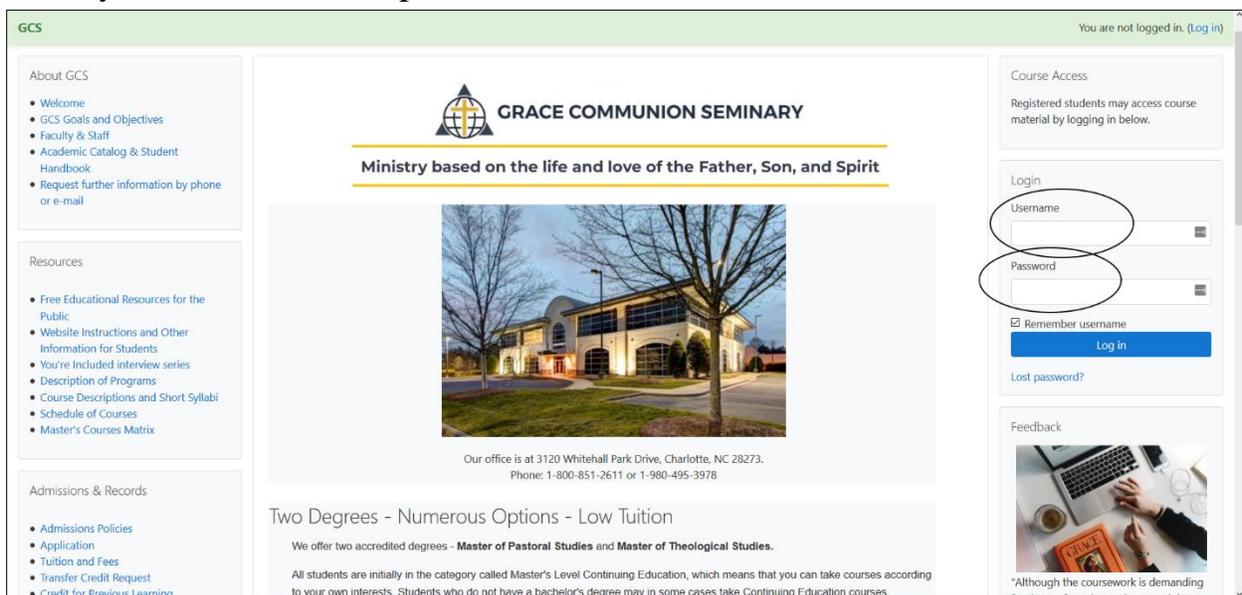## Using Our Website

Most students are able to navigate our website without too much difficulty. If you encounter problems, email us at support@gcs.edu, or phone our technical support department at 1-980-495-3979. Whenever you send us a message, please let us know which browser you are using, what page you were on, and what you were trying to do.

A. **Getting started: logging in**

After you are accepted to be a student at Grace Communion Seminary, you will be given a user name and a password. This is the electronic key that enables you to see the course materials.

Below is a picture of the GCS home page, showing where you should type in your user name and password:

Since our website management program changes over the years, the website instructions you save or print today may not work exactly the same next year. For the latest instructions, see the current *Catalog* or the Public Information page.
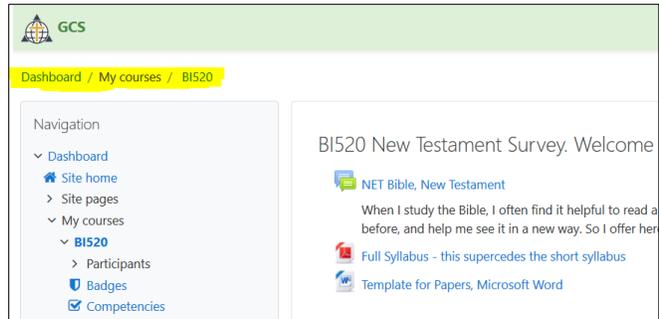

On the home page you can also see several useful links in the left column, including the *Academic Catalog,* and some policies that are in the *Catalog*.

- After you have logged in, you'll be taken to your "dashboard," which

shows which parts of the website you can access. You may also see course announcements, whether you have messages waiting, and upcoming assignments.

- Near the top of most pages, there are some blue and some black words at the top of the left column, starting with "Dashboard" (highlighted in the image at right). These show a pathway of where you are on our web site. You can click on those words to move backwards.

- When you are viewing a page in a course, you may click the course code (for example, BI520) to get back to the course home page.

- If you wish to see the GCS home page, click on "Site home" in the Navigation block.