



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Technology Assistance Center

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elearning.gfcmsu.edu

Spring semester first block begins January 10th, and it is important to log into your 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.

- Go to <https://www3.montana.edu/netidclaim/> to find your Net ID with the last four digits of your Social Security number and your birthday. Your Net ID is your username to log onto computers on campus, into D2L Brightspace for course information, Banner Web/My Info and your official student email.
- Set up your D2L Brightspace password. You will need both your Net ID (Ex: x12y345) and your MSU ID (Ex: -02847903). Admissions should have sent your MSU ID to you on your acceptance letter, bill, or advising sheet. To set up your password, go to <http://password.gfcmsu.edu> and click "Go to Password Portal" and follow the instructions.
- If your advisor helped you set up your password to log onto Banner Web/My Info to register for classes, you may have to go back to the Password Portal and enter your password again before logging into D2L Brightspace for the first time.
- 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 password you created to get into Banner Web/My Info. To see your classes, click on the icon that looks like a waffle.
- If you registered for Tech Essentials, ACT 094, this is a free training course that will walk you through how to use D2L Brightspace. It is advantageous to become acquainted with D2L Brightspace before classes for the first block begin on Monday, January 10th. This class is pass/fail and you are required to email the instructor (Karen Vosen) using the classlist, complete and submit a simple assignment, take a quick quiz, post a discussion and take a survey to pass.
- 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 setting up your password or how to navigate 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 (past the new Dental Clinic). We offer hands-on assistance with D2L Brightspace, accessing student email, and uploading Office 365. We look forward to seeing you!

Karen Vosen
Student Support Coordinator

Wayne Breau
Instructional Technology Specialist

Where it all begins!