

## MyGBC is here!

- (1) Go to <http://my.gbcnv.edu> to log in. You will need your new 10-digit User ID and password.
- (2) You may need to reset your password upon logging in.
- (3) Follow the instructions in the “Congratulations!” box. This will allow you to update your address, phone number and e-mail address. **An accurate e-mail address is essential, as future communications will be by e-mail.**
- (4) Click on **Self Service**. It is from this spot that you can do almost everything!
- (5) Explore the rest of the site. Click everywhere to see all the available features.

### Helpful hints:

- You are now able to register for Summer and/or Fall 2018.
- Putting a course in your Shopping Cart does NOT enroll you in the course or reserve you a space. Don't forget to enroll.
- Save your Student ID number and new password:

User ID: \_\_\_\_\_

Password: \_\_\_\_\_



## Registration

If you have difficulty with self-service registration, call 775.753.5087, or your local center.

### How to Register for Classes

- Sign into MyGBC Self-Service Center
- Click on the MyGBC Student Center link

While in Student Center, update your email address and other contact information that you see listed under “Personal Information.” ALL FUTURE COMMUNICATIONS FROM GBC WILL BE VIA EMAIL. Provide only one email address and check “Preferred” box.

- Click Enroll
- Select Term → Continue
- You can then enter the five-digit Class Number if you know it, or click on search to find the class(es) you want

- Note that by clicking on the Additional Search Criteria button, you can specify times, locate internet classes, pick the location you want, etc.
- When you find the class you want, click Select and then Next.
- **Attention:** Once the class is in your Shopping Cart, you still have to follow Steps 2 and 3 that are on the screen. Putting a class in the Shopping Cart does not enroll you or save you a spot in the class.
- You will not be required to pay at the time you enroll in classes, but be sure to check the GBC Calendar to see when payments are due. You will not be sent a bill in the mail.

## Purchasing Your Books

You can purchase books for your classes online at [www.greatbasinshop.com](http://www.greatbasinshop.com) and pay via credit card (Visa, Master Card, Discover, or American Express), or with a GBC gift card. Books will be delivered by Fed Ex only to a physical address within four working days from the GBC Bookstore in Elko.

Or you can visit the GBC Bookstore in Elko in the Leonard Center for Student Life. If you have questions about books, call 775.753.2270. The Bookstore can also help you with all your school needs, including supplies, GBC branded items, snacks, and more!

Returns: Textbooks in resalable condition may be returned within seven calendar days from the start of classes or within 2 days of purchase thereafter. Packaged textbook sets must be unopened and shrink-wrapped. Sales receipts are required. In addition, upon proof of officially dropping a course, you may return books in condition noted above before the end of the official drop date.

BuyBack: The GBC Bookstore purchases used textbooks year round. The best time to receive top dollar for your used books is during finals week. Provided that textbooks are to be