



## Information Technology Services

### *Adjunct Faculty Email Request*

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**Purpose:** Provide instructions to request a GCSC email account for adjunct faculty.

1. Contact the Academic Division Chair to complete the Network Authorization along with additional services request items found through the FreshService Ticketing System to ITS.
  2. Complete the Security Awareness training (Instructions sent to the adjunct faculty member by means of the email provided by the Division Chair).
    - a. Security training accomplished online through SANS, Advance Cybersecurity Learning Platform.
    - b. After completing the SANS Security Training email the certificate of completion directly to the security awareness ticket from notification received to take the training. A printed copy of the certificate can be printed to show completion of the course.
  3. Email should be created within three business days after Information Technology Services receives completed Security certificate and all approvals from Division Chair or Manager of Network Services.
  4. After your email address has been created, Technical Support will provide the email address which you can locate by doing the following:
    - a. Log into myGCSC
    - b. Select Employee Dashboard tile
    - c. Click the Personal Information tab.
    - d. Click the View E-mail Addresses link.
    - e. Your e-mail should be located under the heading of “Official communication for employees.” It should also have “Preferred” next to your e-mail. Contact the Help Desk at 850-913-3303 if you do not see this.
  5. To access your webmail, log in to the Gulf Coast Portal, [myGCSC](#) or navigate to the [Gulf Coast website](#). Once logged in select the Webmail icon, which opens Office365. Use the full GCSC email address as account name and current network password to log in. [Adjunct Faculty added to College Outlook Groups](#)
- GCSC
  - Faculty
  - Specific Academic Division; examples: Social Sciences, Language and Literature

**NOTE:**

Your e-mail will be active through the end of summer semester when grades are due and will require renewal by Division Chair if you teach in the next academic year.