

International Student Guide I: *Getting Started!*



**The George Washington University
Graduate School of Education and Human Development
Office of Student Life**

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<http://gsehd.gwu.edu/students>

Create Your Account

After you accept your admission, your next step is to establish your account! You will need your account to register for classes, update your address, pay your bills, access your GWemail account, and communicate with instructors. This handbook will show you how to create an account and how to use it.

Create your “NetID” and “GWMail” address

To create your NetID and email address, please go to the following website:

<https://identity.gwu.edu/claim/>

You will need your **GWid** and **PIN (MMDDYY of your birthday)**. You may change your PIN after you log in. For example, if your birthday is **Jan 25, 1999**, you would enter a PIN of **“012599”**.

GWid

Your GWid looks like **G12345678** (the **Uppercase** letter 'G' followed by an 8-digit number) It is located on the top right corner of your admissions letter and on your program plan.

Your **NetID** is your **GWMail** address **without the "@gmail.gwu.edu" portion**. If you include the @gmail.gwu.edu part when attempting to log in, you will get an error.

johndoe@gmail.gwu.edu
└──────────┘
NetID

You also need your NetID to log in to the **Blackboard system**. You use your GWid and pin numbers to log in to the **GW info system**. You can access those websites from myGW.

Your page! “myGW”

My GW : <http://my.gwu.edu/>

From My GW, you can log into these web systems by clicking link in the upper left-hand corner.



- **GWEmail account**

- **Blackboard :**
to get course syllabi, reading assignments and more

- **GWeb info system :**
to register classes, update your information, check the bills, etc

Meet Your Faculty Advisor!

Before you register for classes, it is very important to discuss your course selection and research interests with your faculty advisor. The contact info for your advisor is located in your admission letter and on your program plan. If you are not sure who your advisor is, please feel free to contact the GSEHD admission office or your student services representative. You can first reach out to your advisor via email to set up an appointment. Generally your advisor will also be able to speak with you over the phone or through Skype.

Register for Classes!

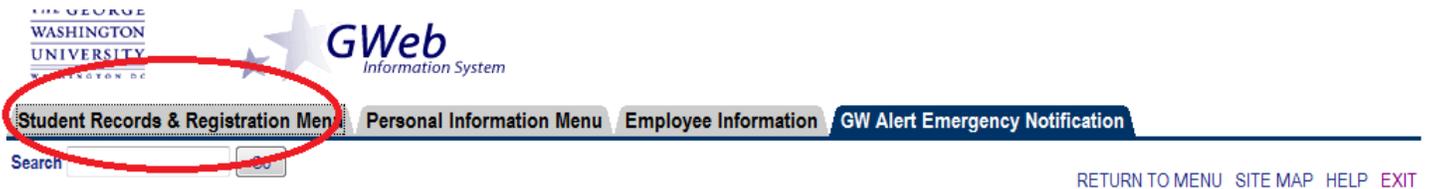
The sooner you register for classes, the better! Some classes close earlier than other and all classes have a maximum number of students who can enroll. Some classes can fill very quickly.

1. To register class, go to Gweb info system

https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_WWWLogin

2. Log in with your **User ID**, which is your **GWid (G plus 8digit numbers)** and **PIN (MMDDYY of your birthday)**.

3. Click on the tab: "Student Records& Registration Menu"

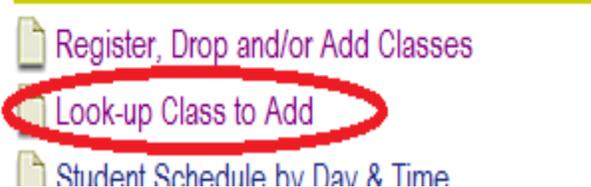


4. Click on "Registration Menu"

Student Records & Registration Menu

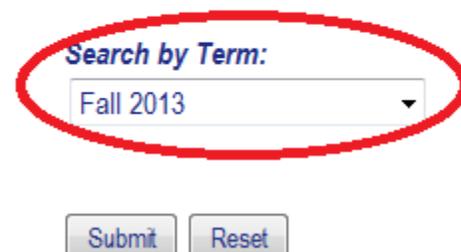


5. Click on "Register, Drop and/ or Add classes"



6. Select the semester and go Submit

Select Term or Date Range



7. Select Subject and click on Course Search

Subject: Decision Sciences
Dermatology
East Asian Lang & Lit
Economics
Educational Leadership
Electrical & Computer Engring
Emergency Health Services
Emergency Medicine
English
English for Academic Purposes

Course Search Advanced Search

8. Look-Up classes to add

Here you can find the list of courses.

Then, click “View Sections”

Look-Up Classes to Add:

Fall 2013

Educational Leadership		View Sections
0920	Continuing Research - Masters	View Sections
0940	Cort Research: Doctoral	View Sections
6100	Experimental Courses	View Sections

9. Register for your class!

Sections Found

Educational Leadership										
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap Act Rem
NR	54996	EDUC	6116	11	1	3.000	Intro-Educational Statistics	W	07:10 pm-09:00 pm	22 21 1

Register Add to WorkSheet New Search

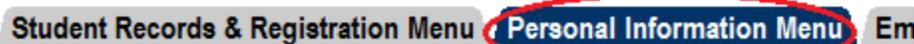
Tip: Don't panic if the course you want to take is already full! Many students will still switch classes around. Check the website regularly. Or you can write an email to the professor to see if he/she will accept more students.

Update your address

Updating your address in the Gweb Information System is extremely important to maintain your legal status in the United States. The International Services Office sends your address to the U.S immigration office through this system.

Each time you move, please make sure you always update your address in the system! This is very important! Wrong addresses can cause ISO to inform the U.S Immigration which may affect your ability to travel your visa or even risk deportation.

1. In the Gweb Info System, click on “Personal Information Menu” and go to “Update Addresses and phones”



Student Records & Registration Menu **Personal Information Menu** Em

Personal Information

-
- Change PIN
 - Change Security Question
 - View Address(es) and Phone(s)
 - Update Address(es) and Phone(s)**

2. Your personal information should be like this!

Addresses and Phones

Current	Phones
Current: 10/01/13 to (No end date) Arlington, Virginia 22204 United States of America	Primary: [Redacted]

Permanent

Current	Phones
Current: 01/12/12 to (No end date) [Redacted] [Redacted] [Redacted] [Redacted] Japan	Primary: [Redacted]

Type of Address to Insert:

Make sure it says "No end date"

Please make sure that

- * You have two addresses. 1. Current, Current and 2. Permanent, Current
- * You have an address in the U.S under the "Current, Current"
- * You have an address in your home country under the "Permanent, current"
- * You DO NOT have an end date.

If your information doesn't look like this, you need to update your address.

To update the address, please follow the direction from the next section.

3. Delete existing address

Before you include your new address, you need to first delete the old address in the system by checking the small box below "nation" then clicking Submit. If you don't have any addresses, you may skip this part and start at the next section, "4. Insert current/permanent address".

Again, you have to leave "Until This Date" Blank.

Current

Valid From This Date:MM/DD/YYYY 10/01/2013

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>

4. Insert current/permanent address

After you delete the old address, you can insert your new current/permanent address.

Type of Address to Insert:

Select

Billing

Campus Office

Check & W4 Address

Current

Diploma

Grading

International Student Employer

Permanent

Frequently asked questions

Q. I'm temporarily staying at my friend's place. Can I update my address when I find an apartment?

A. Please put your friends' address. Even though you know that you are moving to a new place, you must put the temporary address. (Hotel address is also fine). Please update your address again when you move to a new place.

Q. I know when I'm moving out. Should I put the date on "Until this date"?

A. No, you should not to put anything in "Until this date". Wait until you move into the new place to update your address. At that time you can put the move out date in the old address and click submit. The system automatically deletes your previous address and you can insert the new current address.

Q. I'm not in the U.S yet. Should I update my address after my arrival to the U.S?

A. Please make sure your permanent address is correct. You can put the foreign address under "Current, Current" if you are not physically in the U.S yet. Upon arriving in the U.S, you must change it to your new address as soon as possible.

*When you come to the ISO for check-in, please visit the Welcome Center at the ISO to double check that you updated your address correctly! Again, **this is very important!!!!**

Blackboard Learning Center

Q. What is Blackboard Learning Center?

Blackboard Learning Center is the system many professors use to enable to access course syllabi and reading assignments. Most professors also use this website to communicate with students regarding their coursework. Check with your professors to see if they use Blackboard.

Black Board: <https://blackboard.gwu.edu/webapps/portal/frameset.jsp>

Login

Login Here

You are not logged in

Blackboard Updates

USERNAME:

PASSWORD:

Login

Log in

- **Username:** Your NetID (your **GWMail** address **without the "@gmail.gwu.edu" portion**) and
- **passwords:** the same password that you use to login your GWMail

Student Services information

Academic Calendar

You can check the academic calendar from this link: <http://www.gwu.edu/academic-calendar>

If you need to travel outside of the U.S, you must receive a travel signature from your ISO advisor. Please check the academic calendar and plan ahead. **It takes to up to 10 days to get a travel signature.**

If you have any questions, feel free to contact:

GSEHD Office of Student Life

Phone: (202) 994-7809

Email: dorftan@gwu.edu

Rachel Dorfman-Tandlich

Questions regarding Visa and Immigrations

The International Services Office (ISO)

Phone: 202-994-4477

Email: iso@gwu.edu

