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
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 ”@gwmail.gwu.edu” portion**. If you include the @gwmail.gwu.edu part when attempting to log in, you will get an error.

```
johndoe@gwmail.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.
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.
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”

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

6. Select the semester and go Submit
7. Select Subject and click on Course Search

8. Look-Up classes to add
Here you can find the list of courses.
Then, click “View Sections”

9. Register for your class!

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.
Updating you 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”

   ![Personal Information Menu]

   **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

<table>
<thead>
<tr>
<th>Current</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: 10/01/13 to (No end date)</td>
<td>Primary:</td>
</tr>
<tr>
<td>Arlington, Virginia</td>
<td></td>
</tr>
<tr>
<td>United States of America</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: 01/12/12 to (No end date)</td>
<td>Primary:</td>
</tr>
<tr>
<td>Tokyo, Japan</td>
<td></td>
</tr>
<tr>
<td>Yamashita</td>
<td></td>
</tr>
</tbody>
</table>

Make sure it says "No end date"

Type of Address to Insert: Select

Submit

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.
4. Insert current/permanent address

After you delete the old address, you can insert your new current/permanent address.
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!!!!!
Q. What is Blackboard Learning Center?

Blackboard Learning Center is the system many professors use to enable students 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

Log in

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

You can check the academic calendar from this link: [http://www.gwu.edu/academic-calendar](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: dorgetan@gwu.edu
Rachel Dorfman-Tandlich

Questions regarding Visa and Immigrations
**The International Services Office (ISO)**
Phone: 202-994-4477
Email: iso@gwu.edu