CAMS Student Portal & e-mail LOGIN PROCEDURE

CAMS Student Portal

Your Student Portal gives you access to a number of features to help you stay and keep your information updated. Through the portal you are able to see unofficial course offerings, access your course documents & grades, make online tuition payments while keeping track your financial ledger, and more!

To log into your Gordon-Conwell Student Portal:

1. Visit our website at www.gcts.edu

2. Click on the **current student** link, located at the top of the screen

3. Click on the **Portal Logins** link found on the left side of the page

4. Click on the first option: Click here to access the CAMS student portal.

    a. Your **username** will be your first initial & your last name
       (i.e. Michael Smith = msmith)

    b. Your **password** will be your student ID# (i.e.: xxxxxx)

    c. **Note:** Students with common last names might have a number attached to their username: Michael Smith, Maria Smith & Megan Smith = **msmith**, **msmith1, msmith2**

Your GCTS e-mail account

Your Gordon-Conwell e-mail account is where all official information from the seminary will be delivered to. As the primary source of communication between the seminary and you, your GCTS email account is where professors and administrative personnel will contact you directly. Please make sure you activate and frequently review your account to stay informed of recent happenings.

To log into your Gordon-Conwell e-mail account:

1. Visit our website at www.gcts.edu

2. Click on the **current student** link, located at the top of the screen

3. Click on the **Portal Logins** link found on the left side of the page

4. Click on the third option: Click here to access Webmail

    a. Your **username** will be your first initial & your last name @gordonconwell.edu
       (i.e. Michael Smith = msmith@gordonconwell.edu)

    b. Your **password** will be your student ID# (i.e.: xxxxxx)

    c. **Note:** Students with common last names might have a number attached to their username: Michael Smith, Maria Smith & Megan Smith = **msmith**, **msmith1, msmith2**

5. You could also access your email account by visiting www.outlook.com

Questions & Support: Please email the seminary's Information Technology department (IT helpdesk) at helpme@gordonconwell.edu and provide your student D#, an email address where you could be reached at, a phone number, and a brief explanation of any error messages you are receiving.

IMPORTANT: you will be responsible for any communication the seminary sends to your GCTS email account. We suggest you set up your GCTS account to automatically redirect all messages to your preferred email address so you can be reached by any of our offices or faculty at anytime. Please follow the instructions below:

Use Rules to Automatically Forward Messages to Another Account. (See footnote for online reference)[1]

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You can use Inbox rules to automatically forward or redirect messages sent to your mailbox to another account.

How do I automatically redirect all messages to another account?

1. After you sign in to your account, click **Options**, then click **Organize E-Mail**, and then click **Inbox Rules**.
2. On the **Inbox Rules** tab, click **New**.
3. Under **When the message arrives**, select **Apply to all messages**.
4. Under **Do the following**, select **Redirect the message to**.
5. Select the address you want your mail sent to by double-clicking on it in the address book view. If the address you want to redirect to doesn't appear, you can enter the e-mail address in the **To** field.
6. Click **OK** to save your selections and return to the new rule window.
7. Click **Save** to save your rule and return to the **Inbox Rules** tab.

What else do I need to know?

Redirecting and forwarding are not the same.

- Messages that are redirected will appear to come from the original sender. When you reply to a message that has been redirected, the reply will be sent to the original sender.

- Messages that are forwarded will appear to be forwarded from you. When you reply to a message that has been forwarded, the reply will be sent to the address the message was forwarded from, not to the original sender.

- A copy of messages that you redirect or forward will remain in your Inbox.

What if I want to know more?

- Learn About Inbox Rules
- Inbox Rules Tab

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[1] http://help.outlook.com/en-US/140/ms.exch.ecp.LearnRedirectTo.aspx?r=ia&s=EDU_Org_Own_E14_R4