FACULTY/STAFF INSTRUCTIONS FOR OFF-CAMPUS ACCESS

*Staff may locate their number in Banner or by contacting Human Resources

Finding your 8-digit staff ID to login to library databases

Faculty and staff members need to get their staff ID number to login to the library databases from off-campus. It's not your employee ID--the number that starts with E and is 5 digits long on your GWC staff identification card. It starts with a C and is 8 digits long, similar to student ID numbers.

Here are the directions to find your 8 digit ID number from the MyGWC portal:
1. Log in to MyGWC.
2. Click on "Faculty" tab.
4. Click on "Add/Update Syllabus" in the ‘Other Faculty Resources’ section.
6. Your 8-digit ID is in the upper right hand side of the page in front of your name. It will begin with a C and contain 8 numbers.

To login to the databases:
1. Go to the GWC Library website: http://www.goldenwestcollege.edu/library/
2. Click on OneSearch or the ‘Databases’ section and find one you would like to search
3. Enter your ID number in the following format: 0123-4567 (remove the “C” and place a dash in middle)
4. Enter your last name (capitalization does not matter).

If you are having difficulties, please contact the Systems Librarian at ggarcia@gwc.cccd.edu. It is possible that your 8 digit ID number is not in our system and it will need to be manually inputted.

ak 02/18