HOW TO SIGN INTO YOUR GOODWIN PORTAL

Hello and welcome to Goodwin College!

This document was created to help current students log into the portal so they can access Blackboard, Sonis, Office 365/email, and other programs that will be used often during a student's time here.

<u>STEP 1.</u>

Go to www.goodwin.edu

STEP 2:

Click on "Current Students" Right above the Goodwin College Logo.



<u>STEP 3:</u>

Click on "myNavigator"

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			Curr	ent Stude	ents	1			
		Use	the portal to access yo	nyNavigator bur email, Blackboard, S	ionisweb, and Netpar	5			
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<u>STEP 4:</u>

Sign in with your credentials: Sonis ID, Pin/Password

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	Sign in	
	Pin	
	Forgot Password?	
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<u>STEP 5:</u>

You will be taken to the "Portal Page" where you will see the icons for the programs: Blackboard, Sonis, Office 365, and Netpartner.



You will be able to click on the program and enter without further login, with exception to NetPartner

NOTE: If this is the first time you are signing in, then you may be prompted with the following.

If this is the first time you are signing in, then you will be prompted to set up your Password Recovery Settings. Click on Setup Password Recovery.



You can change your security answers by going into **My Account** found on top right. This is a new authorization process to protect your identity.

You will not be able to change your password. This can only be done by IT.



STEP 6:

You will choose 4 security questions to answers. These questions will be randomly chosen for you to answer when you try to log onto different technology/IP addresses. (Make sure to document your answers so you can remember.)

Verification methods can be used to make sure it's really you signing in or to reach you if suspicious activity is detected in your account.

Security Questions	
Set up your security questions and answers to recover your password TIPS FOR CHOOSING A GOOD SECURITY QUESTION The answer should contain minimum 3 character(s)	d.
Q What is your childhood nickname?	Q What is the your favorite movie?
Q What is the middlename of your oldest child?	Q What is the make and model of your first car? A
SUBMIT	

Re-Enter your password:



You are restricted to change your password and will see the message below if you should not remember.

Due to account restrictions you are not able to change your password.
If you feel that you are having password issues please contact the Goodwin College Helpdesk
Phone/voicemail: 860.727.6743
Email: gwhelpdesk@goodwin.edu
Web: www.goodwin.edu/IT
Staffed
Monday - Thursday 7 a.m 9 p.m.
Friday 7 a.m 6 p.m.
Saturday 8 a.m 4 p.m.