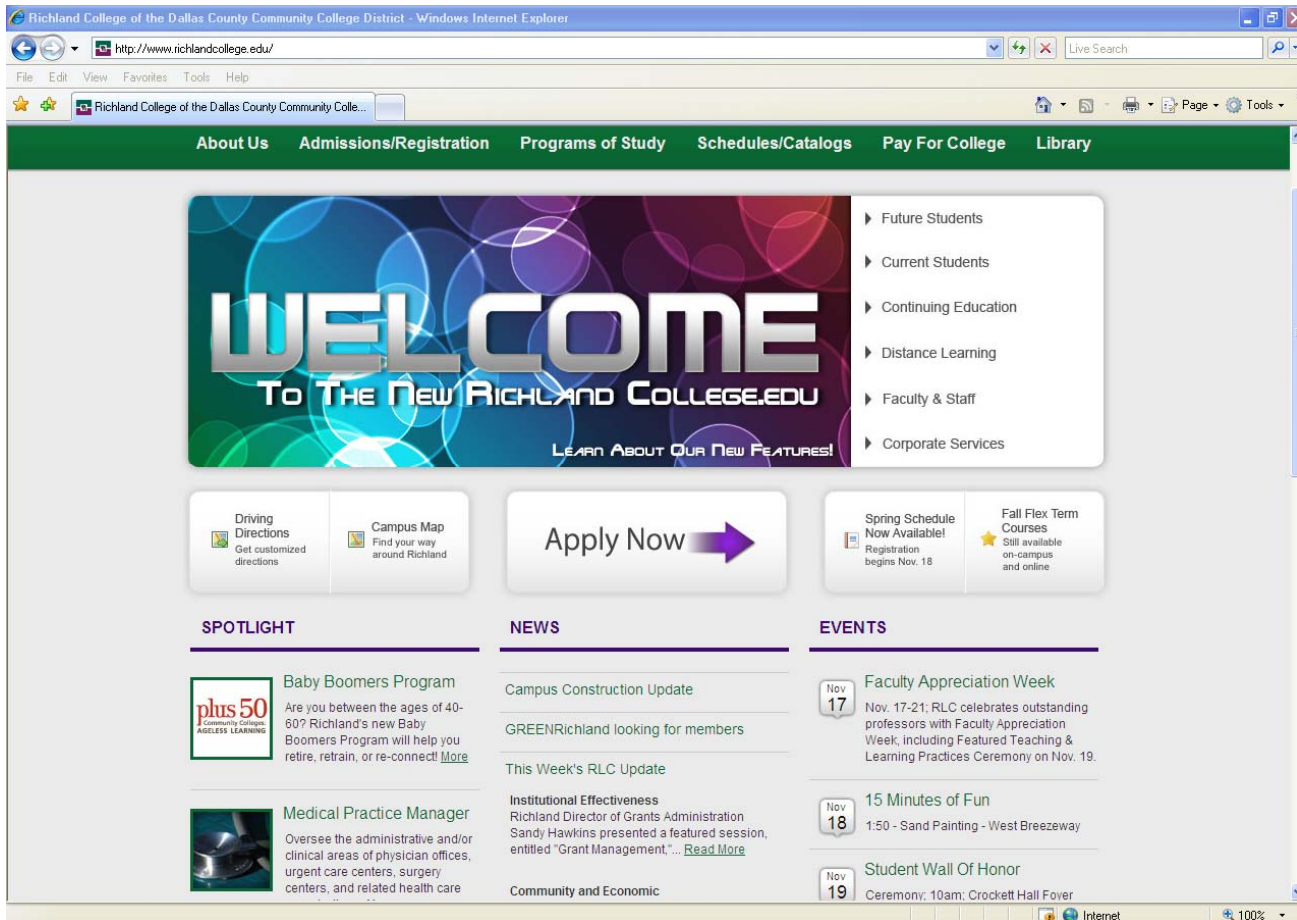


## Accessing GroupWise from the Web

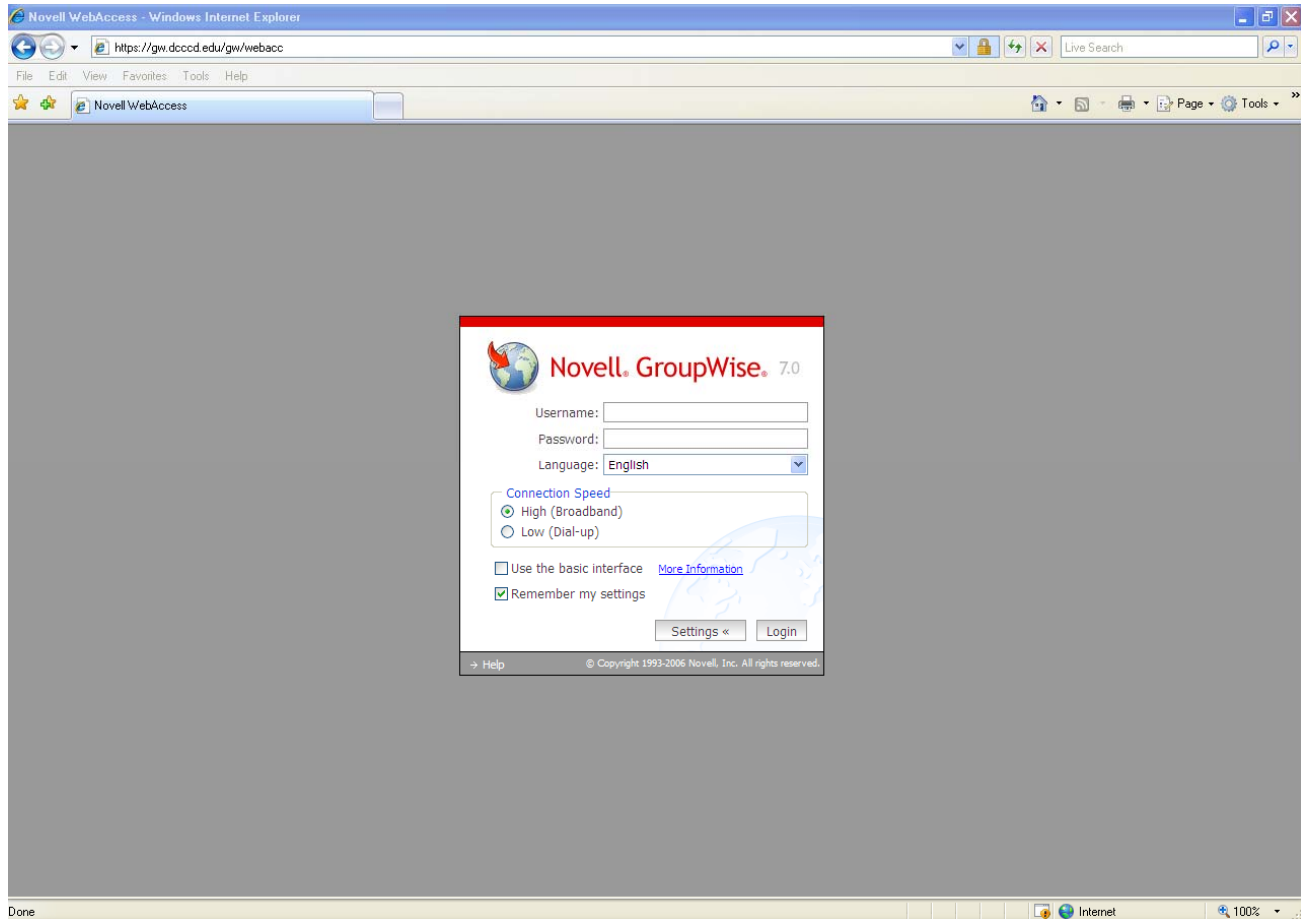
Note: You must have Setup or been given a GroupWise password before you can access GroupWise from the Web.



The screenshot shows the homepage of Richland College. The browser window title is "Richland College of the Dallas County Community College District - Windows Internet Explorer" and the address bar shows "http://www.richlandcollege.edu/". The navigation menu includes "About Us", "Admissions/Registration", "Programs of Study", "Schedules/Catalogs", "Pay For College", and "Library". A large banner reads "WELCOME TO THE NEW RICHLAND COLLEGE.EDU" with "LEARN ABOUT OUR NEW FEATURES!" below it. A sidebar on the right lists: "Future Students", "Current Students", "Continuing Education", "Distance Learning", "Faculty & Staff", and "Corporate Services". Below the banner are four boxes: "Driving Directions", "Campus Map", "Apply Now" (with a purple arrow), and "Spring Schedule Now Available!". The main content area is divided into three columns: "SPOTLIGHT" (featuring "Baby Boomers Program" and "Medical Practice Manager"), "NEWS" (featuring "Campus Construction Update", "GREENRichland looking for members", "This Week's RLC Update", "Institutional Effectiveness", and "Community and Economic"), and "EVENTS" (featuring "Faculty Appreciation Week", "15 Minutes of Fun", and "Student Wall Of Honor").

From Your Web browser Type in: [gw.dcccd.edu](http://gw.dcccd.edu) **NO www in the web address.**

You will get the Following screen web page. (Figure 6)



(Figure 6)

In the **Username** field type either First and Last name or User ID.  
Example: Jeff Willson or Jxw8123

In the Password field you will type your GroupWise Password.