How to log in to GaVIEW
How to reset GaVIEW D2L password

If you are a GSW student, your GaVIEW username is the first part of your Radar email address: everything before the @ sign: for example, if your email address is jdoe3@radar.gsw.edu, your GaVIEW username is jdoe3.

Please note: your GaVIEW username is not the entire email address, but the first part of it.

NOTE: GaVIEW D2L password must contain NO LESS than 8 characters.

NOTE: If you are a faculty/staff member, contact gaview@gsw.edu to obtain your GaVIEW username.

- When you try to log in for the first time, BEFORE entering your credentials, click the Forgot Password? link on the login page.
  NOTE: Do NOT enter anything in the username and password fields. Just click the Forgot Password? link

- On the next page, enter your GaVIEW username (for example, jdoe3) and click the Submit button.
An email with the password reset link will be sent to your GSW Radar student email account (for example, jdoe3@radar.gsw.edu) from donotreply@donotreply.view.usg.edu that says:

Hi Joe,

To reset your password for Georgia Southwestern State University, click the reset password link below and follow the on-screen instructions. Note that the reset password link expires 72 hour(s) after your initial request.

Reset my password

- **NOTE:** you have to reset your password within **72 hours**.
- Once you set up your password, go to the GaVIEW login page and enter your username and password to log in.

- Remember that your password:
  - Is case sensitive and must contain no less than 8 characters
  - Must contain characters from at least two of the following four types of characters:
    - Upper case letters (A-Z)
    - Lower case (a-z)
    - Numbers (0-9)
    - Non-alphanumeric special characters ($, !, %, ^, …)
  - Must not contain the user’s name or part of the user’s name
  - Must not contain easily accessible or guessable personal information about the user or user’s family, such as birthdays, children’s names, addresses, etc.

  **Keep your password in a secure place and do not share it with anyone.**

- **IMPORTANT:** You can reset your passwords from the login page at any time. You do not need to call or email GaVIEW Help. Just click the **Forgot Password?** link and follow the above instruction.

- If you mistyped the password for 6 times, you will be timed out for 5 minutes. Then you can try again or consider resetting your password.