



t u 0 j 8



### Step-3:

Once you have logged into your GNTC (OKTA) account, choose the Blackboard tile to access the Academic Support Center. The URL is: <https://blackboard.gntc.edu/organizations/academic-support-center>

### Step-4:

On your Blackboard home (Institution) page, you will have a navigation panel on the left side of the screen and a content panel on the right side of the screen. You should see a link in the Organizations page loads and a link to the Academic Support Center organization is listed.

Click on this link.

If the Organization navigation link or Academic Support Center organization link is missing, refer to the instructions found in the [Self-Enrolling in the Academic Support Center](#) documentation.

### Step-5:

The Academic Support Center page contains instructions on how to contact a tutor. To access a GNTC tutor through the ASC Virtual Lab, click on the "Contact a Tutor" link.

### Step-6:

After clicking on the Option 1 link, a Webex page will be displayed. If a cookies pop-up notification appears, click the Allow (or Accept) option. You may see another pop-up

notification if you do not have a GNTC Webex account, so do not try to open the Webex app or download it to your computer. Instead, always choose the "Join Meeting" option.

### Step-7:

After having clicked on the "Join Meeting" link, the next screen will ask you to enter your information. Enter your full name (first and last) into the Name box. Enter your GNTC student email address into the Email Address box. After entering your information, click the Next button.

## Step-8:

On the next Webex screen that displays you will make sure your device (computer) is set up and ready to join the Virtual Lab. If your computer has a microphone and/or a webcam, your browser may display a pop-up notification asking for permission to use each of these. Choose the Allow option. The Webex page will also display the audio connections (microphone and speakers) that it detects. If you have a webcam, the Webex page may also display a pop-up

---

---