Welcome to GUS Connect!!!

Two weeks prior to the beginning of your first term, you will receive access to the College's computing resources, as well as several BJC HealthCare systems. Below, you will find information about each system, how to access them, how to formulate your usernames and passwords and how to reach out for help when necessary. Before accessing any of the applications, you need to change your password at http://PWreset.bjc.org/ but first, read about our systems and how to get your username and default password.

Note: If you are a BJC employee, you can skip this and access GUS Connect with your Windows account.

If this is your first time logging in, it is extremely important to follow the next steps:

1- Find your username
2- Find your default password
3- Change your default password and enroll
4- Access GUS Connect
5- If nothing is working…

1- Find your username

Your username is the same for all of the systems mentioned above, with a small addition for Compass and Outlook. Here is how to formulate your username:

Windows or GUS Username = First, Middle and Last initials + Last 4 Numbers of Student Banner ID

Outlook = First, Middle and Last initials + Last 4 Numbers of Student Banner ID + @bjc.org

Compass = First, Middle and Last initials + Last 4 Numbers of Student Banner ID + SN

Your Student Banner ID can be found on your course schedule and begins with "A00."

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Your name and address will be located here.

A0001████   This is your Student Banner ID.

P/T CRN   SUBJ CRSE   SEC CMP   CREDITS LV ST   SCH   MTYP DAYS   TIME   BUILD   ROOM   INSTRUCTOR

1 1059   NURS 3140   02 M   4.000 UG RE   LEC   CLAS T   0800-1230pm GSON   PARKVIEW   Pennington J
           Pathophysiology

You should receive your course schedule two weeks prior to the term start date or earlier. If you have not received your course schedule by that time, please contact your academic and student support advisor.

Username Example: Jennifer Mary Smith's Student Banner ID is A00011234. Jennifer's username is: **jms1234** for GUS and all systems except Outlook (**jms1234@bjc.org**) and Compass (**jms1234SN**)

2- Find your default password

Your default password is the password generated when your account is created. The default password **will not work** in many of our systems; you need to go to http://PWreset.bjc.org/ and change it before you can use it. Here is how to formulate the default password for Jennifer Mary Smith, born on January 4th, 1979:

- Three Initials, with the first letter capitalized (first, middle and last). Jennifer has a middle name but if you don't have middle name, use the lowercase letter x. Example for Jennifer: Jms
- Date of birth in the format mmddyyyy. Example: 01041979
- The resulting default password for Jennifer will be **Jms01041979**

3- Change your default password and enroll

- Open your browser and type: http://PWreset.bjc.org/
- Select CHANGE to change your default password
- Once your password is changed, select ENROLL
- Bookmark the site in case you need to reset your password again

4- Access to GUS Connect

Use your username and the new password to access https://gusconnect.barnesjewishcollege.edu/

5- In nothing works…

Let's say that your login is **abc1234** and you get the message "Username or password invalid"

- Use an "x" in your username instead of your middle initial. Sometimes the middle name is not available during the account creation and the "x" is used. So if your login is **abc1234**, try **axc1234**
- There are many cases where a student and an employees have the same three initials. It is rare that the last 4 digits of the student ID are the same than the last 4 digits of the employee ID… but it happens. Try decrementing the number; try with **abc1233** (or axb1233)
- If the message says that the account is "locked" or you still cannot access the account, call BJC Help desk at **314.362.4700.** They are open 24/7 and they will assist.

Important note: *When calling the help desk, it is important to follow these instructions:*

1- *Let them know if you are using your personal device or a Goldfarb computer*
2- *Ask them to reset your Windows password (they will give you a temporary password)*
3- *Ask them to wait on the phone while you access http://PWreset.bjc.org and try to change that temporary password.*
4- *Verify that you can Access https://gusconnect.barnesjewishcollege.edu/*