

## **Quick reference guide to MyGOC**

## Logging in problems:

- 1. Click 'reset password' link below the login area
- 2. Password is sent to your registered email account with the GOC
- 3. Username is always your GOC number
- 4. Copy and paste or type the password exactly as received in the email into the password field
- 5. You should successfully now be logged in (please see more detailed guidance notes on how to log into MyGOC)

## **Email Validation:**

- 1. Log into MyGOC
- 2. Fill both email validation fields in with your email address and click submit
- 3. Check email account for email validation
- 4. Open and click on Verify email address link (please see more detailed guidance notes on how to validate your email address)

## **Changing your MyGOC password:**

- 1. Log into MyGOC
- 2. Click on 'change password' on the right hand side of the page
- 3. Enter your current and new password and click change password
- 4. Once changed, use your new password each time you log in (please see more detailed guidance notes on how to change your password)