

## **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)