Verifying Personal Information
Via Online Center

1. Access the Internet using a browser (i.e. Internet Explorer)
2. Type WWW.GRCC.EDU [enter]
3. Click the link “Online Center Login”
4. Log in with your User ID (W#) and password
5. GRCC Employee, Personal Information Summary

   - Personal Information Summary
     - Learning Plan
     - Training Summary
     - My Profile Details
     - View Job Postings

6. Please review your address, preferred e-mail address & social security number for accuracy
7. If any of the above information is missing or inaccurate, please contact Angie Ramirez at aramirez@grcc.edu to update it.

1. Press sign out in upper hand corner when review is complete.