

Enroll in Self-Help

Self-Help manages your password for Email (after you link it), Canvas, Rave and PaperCut.

If you are already enrolled and need to reset your password, simply click on "Reset Password" on the left and answer the security questions you set up.

If you are not enrolled, follow the steps below.

1. Navigate to <https://selfhelp.galencollege.edu>
2. Username is firstname.lastname (same as portal username)
3. Password: your default password is a combination of the first two characters of your last name + the last four digits of your social security number + two exclamation points. The first letter of your last name is capitalized while the second character is lower case.
Example:
Name: Jane Doe
SS#: 123-45-6789
Default Password = Do6789!!
4. After logging in successfully, you need to enroll. Simply answer 3 security questions to enroll.
5. After enrolling, link your email account. Click on the Office 365 button in the Applications Tab.
Domain should show: nursing.galencollege.edu.
Enter your portal username and your DEFAULT PASSWORD.
***** If you are a returning student, you will need to know your student email password.**
*** if you do not know your student email password, go here to request an email password reset: https://onlinesupport.galencollege.edu/open_pw.php
6. After linking your email account, change your password. Click on the "Change Password" tab at the top. You must follow the Domain Password Policy Requirements listed.