

## E-Learning Services

### Service

#### Giving of LMS Credentials

The LMS ID will be sue for your Online Learning, upon your completing your enrollment, the department will be sending your Official LMS Account through your registered email address. Sending of credentials will be 3-5 days after enrollment.

#### Reset Password Request

It is must that you take care of your LMS Account, but for an instance you have forgot your LMS Account Password, you may contact the department through our email.

Email address: [ictd@gcm.edu.ph](mailto:ictd@gcm.edu.ph)

#### Name Correction Request

Upon receiving your LMS Account, please make sure your information is correct. You can still request to correct your information through our email.

Email address: [ictd@gcm.edu.ph](mailto:ictd@gcm.edu.ph)

#### Subject Matter Request

In case that you had issues on your subject like: *Schedule Meetings, Missed Examinations*, etc. You must contact your subject teachers or preceptors before reaching out to the E-Learning staffs. It is a must that your teacher will give you permission on the request you are needing.

If no teacher is involved and you need assistance, you may reach out to the E-Learning Support for assistance.