

HARVARD AFFILIATES MUST LOGIN FIRST. They will have the ability to update spouse and partner information once logged in.

1. Click [here](#) to begin the logon process.
2. Type your Harvard Housing affiliate email address into E-Mail Address field and select **SEND PASSWORD TO MY E-MAIL** link at bottom of screen.

NOTE: If you do not know your Harvard Housing Email Address, you may receive an error message. Please contact your Program Manager to retrieve your email address.

3. Retrieve password from your email account and continue logon process.
4. Click **“Remember me on this computer”** checkbox.
5. Click **Sign In To Account**.
6. If multiple names appear, click the name of the person you wish to update.
7. Click **“Update Account”** under the Options heading.
 - a) Spouse/Partners can update their passwords, email address and contact information here. They will use this information moving forward and will no longer need the Harvard affiliate email address/password combination for GCP events or Room Reservations.
 - b) Harvard affiliates can update their passwords here as well.
 - c) Use the back button to navigate between names on the account.
8. Enter new password, phone numbers, and email address associated with this name.
9. Click the **“Save & Continue”** button.
10. Hyperlinks will appear for Event Calendar and Room Reservations, or click **“Update Account”** under the Options heading to re-edit your account information. Remember, Room Reservations are only available to residents living in the specific property.
11. Select any events you are interested in attending and complete registration. You will also be able to access monthly calendars and room reservation links on the [GCP Calendar](#) and event links through weekly emails.
12. To Log out, click the link on the top right of the screen which will read **“Not (your last name), (your first name)”** or just close the browser window.

If you're having difficulty completing the process, please contact graduatecommons@harvard.edu and include a screenshot of the issue if applicable.