

GRADUATE COMMONS PROGRAM

LOGIN INSTRUCTIONS



Instructions for First-Time Users:

1. **Only residents of Harvard University Housing have access to register for Graduate Commons Events.** The Harvard affiliates on the lease are automatically given an account in GCP's Event Registration system. Click the room reservation link or an event registration link to begin the logon process. (Chrome, Firefox and Safari work best).
2. The Harvard affiliate should **type the email address used to apply for Harvard Housing into the "email" field.** If you are unsure which email address you used to register for Harvard Housing, contact graduatecommons@harvard.edu.
3. **Leave the password field blank.** Beneath that field is an option, "Forget Your Password? Click here" Click that link. You will receive an email that allows you to set your own password. Please be sure to check your JUNK or SPAM folders.
4. Return to the logon page, enter this password, select the "Remember me on this computer" checkbox and click "Sign Into Account."
5. From here, you can edit your account information or change your password again. You should now be able to register for events or any other GCP links on our calendar or in our weekly newsletter. Room Reservations can also be submitted for those in eligible properties.

Adding a Partner or Spouse:

1. At this time, only partners and spouses can be added to your GCP account. To update their email address, the Harvard affiliate/leaseholder must have submitted that information to the leasing office via an AUTHORIZED OCCUPANT FORM.
 - a. To update that information **post-move in**, you can choose from the following:
 - i. Submit information on the [GCP Account Form for Harvard Affiliate Spouse/Partner](#).
 - ii. Email graduatecommons@harvard.edu with building and unit#, along with spouse/partner name and email to be added.
 - b. Please allow 2-3 business days for processing.

Helpful Links:

[GCP Event Calendar](#)

[GCP Community Spaces Information](#)