# SoftChalk Cloud – Account – Requesting

To use SoftChalk Cloud, instructors must have an account. The steps below explain how to submit a request for a SoftChalk Cloud account.

## Request SoftChalk Cloud Account

1. Navigate to <https://gvtc.tcsg.edu/SoftChalkUserRequest>.
2. Complete the form. All fields are required. ***NOTE****: A College email address must be entered for the account to be created.*
3. In the *Security Code* field, enter the code shown in the box.



1. When done, select **Submit**. You will be notified once the account has been created.

**NOTE**: Once the account is created, you can request a password reset. The password reset link will be sent to the email address associated with the account. Passwords Requirements:

* Must be between 8 and 20 characters long
* At least 1 uppercase and 1 lowercase letter
* At least 1 number
* At least 1 special character