



How To Access Self Service

Thank you for contacting the Gwynedd Mercy University Help Desk.

1. Log into the portal at my.gmercyu.edu
2. Click the Self Service (SS) icon in the Launchpad
3. Enter your information in the boxes:
 - a. System ID
 - b. First name
 - c. Last name
 - d. Date of birth mm/dd/year format (example 01/01/2001)
4. Click Submit/Verify at the bottom of the screen
5. After completing verification in Self Service for the first time, you must click 'Log Out' in the top corner and then log back in through the portal to access Self Service.

Please contact us if you need further assistance. 215-646-7300 ext. 21444 or it@gmercyu.edu