HOW TO SELF REGISTER FOR EXPENSES

STEP 1: From the GHC Home page Click the Faculty & Staff Tab

STEP 2: Log Into GHC Connect using your network login

GHC Connect Login

By logging in, you agree to the

Acceptable Use Policy

Username: Username

Password: password

Forgot Password?

Account Type: Faculty

Connect: Log in
STEP 3: Click on ADP & PeopleSoft

Navigation:

› Home
› AAUP
› ADP & PeopleSoft

STEP 4: Click on the PeopleSoft - Employee Travel and Expenses Link

ADP & PeopleSoft

- ADP Computer Setup for Windows XP
- ADP Employee ID Lookup
- ADP Time Stamp ONLY for Part-time Hourly and Student Workers
- ADP Self-Service for Payroll and Human Resources
- Creating and Approving Requisitions
  - Instructions for Requesters
  - Instructions for Approvers
- Travel Reimbursement Submissions (PeopleSoft Self-Service)
STEP 5: Click on the REGISTER FOR MY ACCOUNT Link

STEP 6: Enter in Date of Birth, SSN (Last 4 Digits) and Home Zip Code
Select the next box at the bottom of the page

STEP 7: a Screen will come up for you to verify your Name, Select the next button if this is you.
If this is not you, then contact Human Resources.
Register for My Account

<table>
<thead>
<tr>
<th>Employee Status</th>
<th>Business Unit</th>
<th>Name</th>
<th>Employee ID</th>
</tr>
</thead>
</table>

Step 8: Create a User ID, Password and enter your email address (@highlands.edu), select the next button to continue

Register for My Account

Enter a User ID. Your User ID is case sensitive and must be a minimum of 6 characters and a maximum of 30 characters and must not contain spaces or prohibited special characters: ; & , < > \ / * [ ] ( )

User ID

Enter and confirm your password. Your password is case sensitive and must be at least 8 characters and contain at least 2 numbers. Spaces are not permitted.

Password
Confirm Password

Enter and confirm your email address using the following format: jane.doe@0000X.edu

Email Address
Confirm Email

Select NEXT to continue.

Back  Next

STEP 9: Your Registration is now complete. Click sign out in the upper right hand corner. You can then login using your new User ID and Password.
Please allow the registration to feed over night before creating an expense report.