HOW TO SELF REGISTER FOR EXPENSES

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

FORMER HIGHLANDS.EDU | TEXT ONLY | QUICK LINKS | GIVE TODAY |

FUTURE STUDENTS   CURRENT STUDENTS   COMMUNITY / ALUMNI   OFFICES & DEPARTMENTS   FACULTY/STAFF

GEORGIA HIGHLANDS COLLEGE
GHC
UNIVERSITY SYSTEM OF GEORGIA
1970

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

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 & 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

Sign In

Forgot My Username or Password
Register For My Account
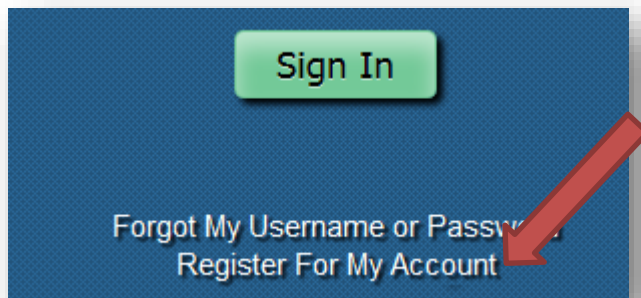
STEP 6: Enter in Date of Birth, SSN (Last 4 Digits) and Home Zip Code

Select the next box at the bottom of the page

To register for an account,
Please provide the following personal information:

Date of Birth	SSN	Home Zip Code
(mm/dd/yyyy)	(Last 4 digits)	(5 digit)

Back   Next

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

Employee Status	Business Unit	Name			Employee ID
○					

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@XXXXX.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.

Registration Complete

Congratulations █████████

You have successfully created a self service account for ████████████████████████████.
Click the Sign out link at the top of the page. This will return you to the login page where you may then
log into your self service account.

Please allow the registration to feed over night before creating an expense report.