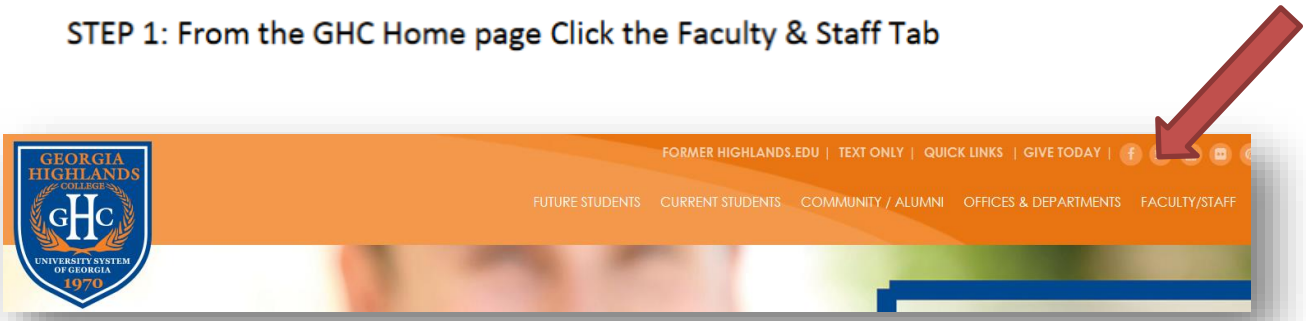
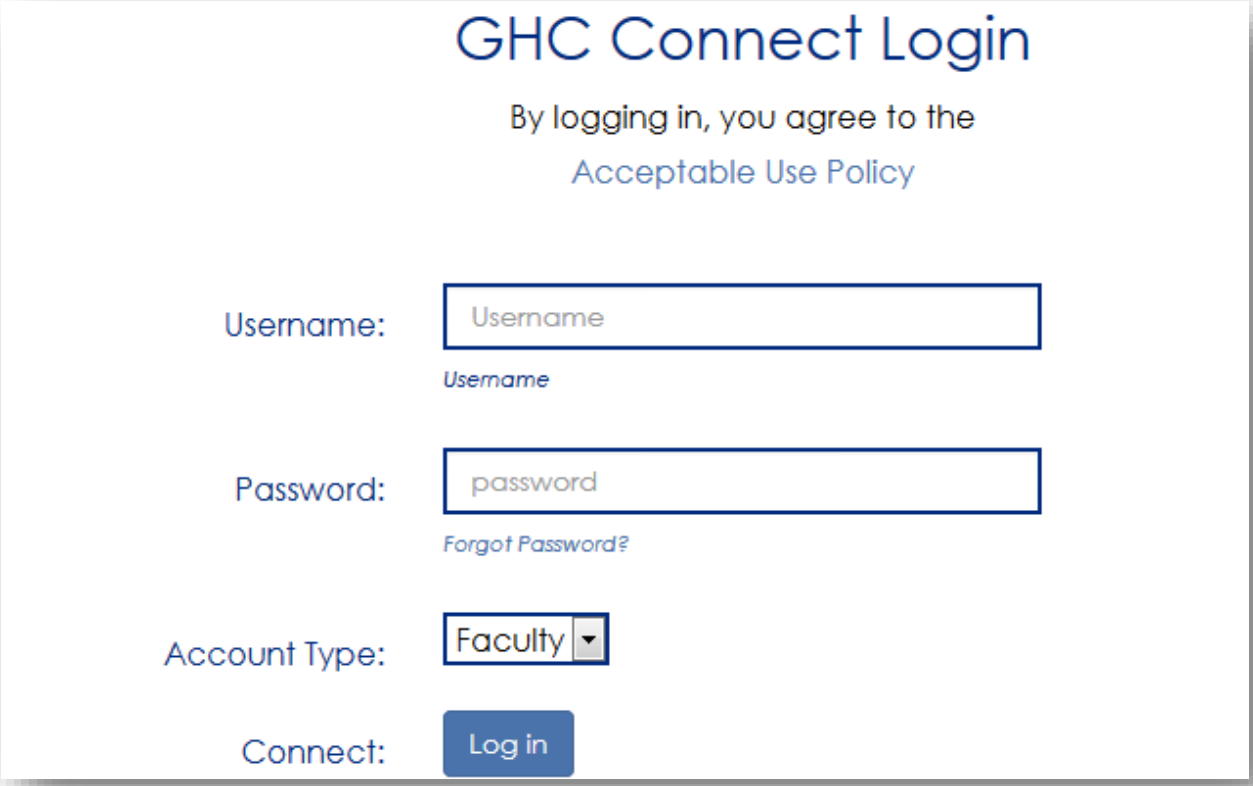
HOW TO SELF REGISTER FOR EXPENSES

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



STEP 2: Log Into GHC Connect using your network login



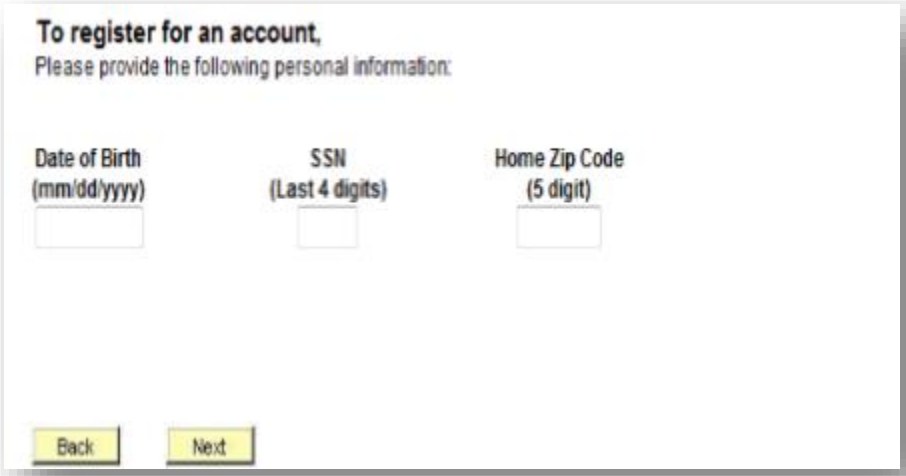
STEP 3: Click on ADP & PeopleSoft

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

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

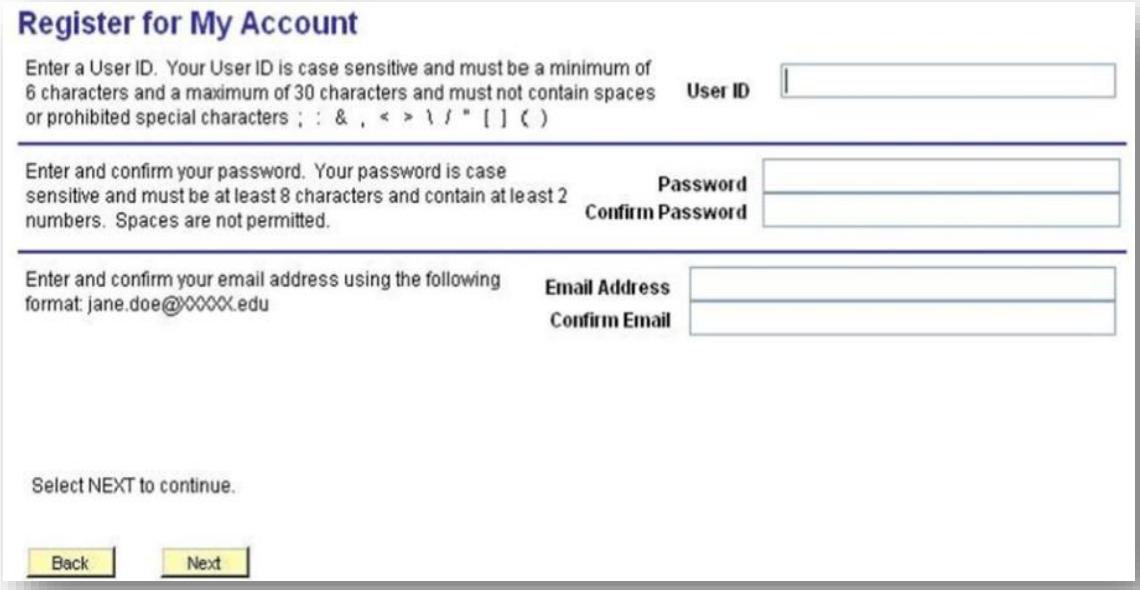
Select the next box at the bottom of the page



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.

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



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 [redacted]

You have successfully created a self service account for [redacted].
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.