Georgia Highlands College
USG Sister Institution
Network Account Request Procedure

1. Direct your web browser to the following URL: http://www.highlands.edu
2. Click the “SCORE - (Registration, Schedule, Course Offerings)” link under the Student Interests heading.
3. Click the “USG Sister Institution Network Account Request” link.
4. Select your primary institution from the drop down box labeled “Primary Institution”.
5. Enter your ID number from your primary institution in the text box labeled “Primary Institution ID”.
6. Enter the course CRN number that qualifies you for a GHC account in the text box labeled “Course CRN”.
7. Select the term and term year for which you will be using this account from the radio boxes labeled “Request Account for Term” and “Term Year”.
8. Type in your First, Last, Middle, and Maiden (if you have had a recent name change) in the name fields. First and Last names are required to be entered.
9. Enter your Social Security Number in the text box labeled “Social Security Number”.
10. Using the drop downs beside the label “Birth Date”, select your birth month and day from the drop downs. Type your birth year into the text box that says please enter year.
11. Enter your preferred contact phone number in the text box labeled “Phone Number”.
12. Select the type of your preferred phone beside the label “Phone Type”.
13. Enter a contact email address in the box beside the label that says “Email Address”. Please select an email that you check regularly. Georgia Highlands will be contacting you via this email account when your GHC account is ready for use.
14. Indicate your email account type from the radio buttons labels “Email Type”.
15. Use the fields “Street”, “Address”, “City”, “State”, and “Zip” to enter your mailing address.
16. Finally, indicate whether you have an active existing Georgia Highlands network email account or whether this is an existing request by using the “Request Type” option. If you are unsure as to whether you have an existing GHC account, please use the button labeled “Check for Account”.
17. When you are satisfied that the information that you are supplying is correct, click the “Submit Request” button. You will be contacted by email when the account is created. You may use the “Check for Account” button on this page to check back for your account information.