Welcome! As a Georgia Highlands College faculty member, you will be given access to an array of Information Technology services. You will utilize the following accounts throughout your employment at the college:

- **Network** – You will use this to log onto the Floyd domain on all campus computers.
- **Email** – To access your email, visit [http://webmail.highlands.edu/](http://webmail.highlands.edu/). You will use the same User Name and Password that you use to log onto the network.
- **SCORE** – SCORE is a web-based course and grade management system that you will use to display class lists and enter final grades. Your User ID is your GHC ID. Please contact the Registrar’s office for your PIN.
- **Intranet** – Many useful documents can be found on the Intranet ([http://www.highlands.edu/intranet/](http://www.highlands.edu/intranet/)) such as various How-To’s and an IT New Employee Overview. The Intranet is password protected. Please contact your department secretary or supervisor for the username and password.
- **Banner** – A Banner account is necessary to access Online Advising or Georgia Highlands Reporting on the Intranet. Your department head must request this access for you.
- **Radius** – This account gives you access to the GHC wireless network and VPN. If you wish to use these services, please contact the IT department for creation.
- **Employee Self Service** – Allows you to manage your personal information with out contacting to HR or Payroll. You can review and edit your contact information, review benefit information, access your on-line paycheck, and review vacation and sick balances. You can access Employee Self Service via the Intranet under Common Forms.

**What is GHC Connect?** GHC Connect ([https://www.highlands.edu/connect/](https://www.highlands.edu/connect/)) allows you to manage your network, email, wireless, and remote accounts.

- Reset your password from anywhere
- Set your security questions
- Sign up for text messaging
- Activate your wireless or VPN account

*In-depth information about GHC Connect can be found at: [https://www.highlands.edu/connect/more_information.php](https://www.highlands.edu/connect/more_information.php)*

**SynchronEyes** - Allows you to monitor and control your students’ computers in a manner that can aid your teaching.  
**Microsoft Office 2007** - We have recently upgraded all classroom computers to Microsoft Office 2007.  

*Detailed instructions for SynchronEyes and Microsoft Office 2007 can be found at: [http://www.highlands.edu/facultystaff/intranet/How-Tos/index.htm](http://www.highlands.edu/facultystaff/intranet/How-Tos/index.htm)*

If you have any questions, comments, or concerns, please contact the Information Technology department. There are several methods of doing this including:

- Send an email to [rt@highlands.edu](mailto:rt@highlands.edu).
- Call the Rome office at (706)295-6775 or the Cartersville office at (678)872-8086.
- Visit the offices located in Rome (Walraven Building, Room W-100) or Cartersville (Suite 171A).