Rev. 3-11-2014





<u>Georgia Military College Columbus</u> Online Services Guide

Never Fear! We will answer your questions here!

If you complete every section of this packet, you will not need to visit the Technology Station at orientation!

What's Inside:

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What is My GMC Email Address?

Your GMC Email Address is your: First initial / full last name / MMDD of birth +

@student.gmc.cc.ga.us

So, Molly Polly, born on February 29, would use: mpolly0229@student.gmc.cc.ga.us

> What is your email address? @student.gmc.cc.ga.us

GMC sends all official notices and information to your student email account. Check it EVERY DAY!

How Do I access the GMC Online Portal?

The GMC Student portal address is <u>https://gmconline.edu</u>

Log in here with your GMC Email Address and password!

The Portal works best in either the Chrome or Firefox browser. If you don't have either, see the next section for instructions on downloading Chrome.

GM	nline.edu
GMC Online Portal Sign In Type your full GMC email address and p GMC Email Address: Password:	assword.
	Sign In

How do I access the GMC Online Portal (cont'd)

Once logged in, you will be able to access your student email account (check it every day!), your class pages in Moodle, the Online Library resources, and more! Take some time to familiarize yourself with this site; you will be using it regularly.

GMCOnline > Student	I 🖓 😼
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Today's Date: Tuesday, October 30, 2012	
October 2012 You have 1 Notification SM One Online GMC Product Portal	
S M T W T F S Your notifications will be removed by college staff after you resolve the issue.	
30 1 2 3 4 5 6 Datatel My Classes VEPA Now	
7 8 9 10 11 12 13 ¥ Expand All ★ Collapse All Class Announcements in the last 10 days Q Inline Library	
14 15 16 17 18 19 10 11 12FADLC Creative Writing (ENG-210-9016H) Creative Writing (ENG-210-9016H) Add to m	ny links
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Forum: Cultural Relativism Discussion Forum (8 updates) - last updated 10/30/2012: 8:01 AM	
Forum: News forum (9 updates) - last updated 10/29/2012: 5:34 PM	
Class Pages hosted on Moodle	
Linke to WEDA and LIPDADY	
Link to GMC Student Email	
Financial Aid/Registration	Tab

What browser should I use?

Google Chrome or Mozilla Firefox will work best with the GMC Online Portal and Moodle.

You can download Google Chrome for free in minutes!

Go to http://www.google.com
 Click on Install Google Chrome
 Click on Download Chrome

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	1. Your relationship with Google	
	1.1 Your use of Google's products, software, services and web sites (referred to collectively as the "Services" in this document and excluding any services provided to you by Google under a	
-	Printer-friendly version	
	Set Google Chrome as my default browser	
	Help make Google Chrome better by automatically sending usage statistics and crash reports to Google. Learn more	
	Accept and Install	

Follow the directions for installation, and you're done!

How do I check my email?

Click on the little envelope at the top of your GMC Online home page and <u>follow the on-screen prompts</u> to access your email account.

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ober 2	012					GMC Product
W	Т	F	S		Your notifications will be removed by college staff after you resolve the issue.	Graduation Su
3	4	5	6		Datatel My Classes	WEPA Now
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How do I access my Moodle course pages?

From your GMC Online homepage, click on the name of one of your classes (with the little orange 'M' next to it).

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2	13	Expand All Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days Colapse All Class Announcements in the last 10 days	Online Library
,	20	12FADLC Creative Writing (ENG-210-9016H)	
	27	Assignment: ONE HOUR OBSERVATION Submission (6 updates) - last updated 10/30/2012: 12:13 PM	WebAdvisor
	3	Forum: Syllabus Agreement Forum (3 updates) - last updated	
	10	* 10/29/2012: 10:14 AM	Registration

When you click on a class **for the FIRST TIME**, you will see a message that looks like this ("The login in to Moodle failed.")



At the END of the message, Click "<u>Enter Your Credentials.</u>"

Enter your user ID (ex: mpolly0229) and your password. Your user id is **NOT** your whole email address.

If a window pops up that says "Insufficient information," close that window, and click on the name of a different class. Your accounts will be linked now!

How do I download Java?

Certain websites and software you will use at GMC will require you to have the latest version of Java. To download or update Java:

- 1.Go to www.java.com/en and click the red Free Java Download button.
- 2. Click the red Agree and Start Free Download button.



3. If the download file does not automatically open, click the little arrow next to it and select Open.



- 4. You may be asked if you want to allow Oracle/Java to make changes to your computer. If so, select yes.
 - 5. Proceed through the installation wizard, and you're done!

How do I print?

- 1.Go to www.wepanow.com
- 2. Click on Create an Account.

3. Fill out the registration information and click Register. *Don't forget to use your GMC student email address!*



- 4. Log in, and you will see several icons on the right side of your WEPA homepage / Members Area.
 - 5. Click on Download WEPA Print App.
 - Select WEPA Print App (Windows PC) or WEPA Print App (Mac OS).



7. When the download finishes, click on it, run it, and then follow the instructions to install the driver.

You need the driver to be able to print from your laptop to the WEPA kiosks. There are three on campus: one in the Student Center, one in the Learning Lab, and one in the Library.

How do I print? (cont'd)

- Once the driver is installed, you can select the document, image, etc. that you want to print, and select Print (Ctrl + P) as you normally would. Then:
- 1. Select Change Printer.
- 2. Select WEPA-BW for black and white printing and select OK or Continue.
- 3. You will be prompted to sign in using your GMC email address and WEPA password.
- 4. You will get a **RELEASE CODE**.
- 5. Write this code down.
- Go to the WEPA kiosk and select Release Code.
- 7. Enter the code.
- 8. Choose "Pay from WEPA account" or other

Vou can now go to any WEPA Kiosk to release your files. There are multiple ways to release your files at the WEPA Kiosk: 1) Use your CampusCard to release multiple files at once*. 2) Login with your WEPA Account to release multiple files at once*. 3) Use the release code shown below to release this particular file. Release Code : 238YJK "If this option is available. OK Version: 5.0.0.

payment method.

GMC will place \$2 per credit hour on your WEPA account

each term after the drop/add period is over. These credits roll over.

If you would like to add more money to your account, just click on the Menu icon and select Deposit Funds.



What do I print to get my books?

1. Go to www.gmconline.edu

2. Log in & look for the WebAdvisor tab (on the bottom right side)



What is this "E-Library"? GMC students have access to a HUGE amount of resources, 24/7, for FREE!

You can access these resources through your Moodle Class pages:



OR through the GMC Columbus website (GMC411.com) under Academics > Library Resources:



How do I get my FREE Microsoft Download?

Go to http://gmc.cc.onthehub.com

First, you must register in order to download the software. Click Register and enter your GMC e-mail. Please make sure your e-mail is correct! Onthehub.com will send you a confirmation email to verify that you are a student at GMC. You will see this message:



Then, log in to your student portal to get to your link in the confirmation e-mail; it will bring you back to the original website.

Select your preferred version of Microsoft Office Professional Plus; it should be listed as FREE. Click Add To Cart.



How do I get my FREE Microsoft Download? (cont'd)

Click Check Out.

Click Continue at the bottom of the page.

Complete the student survey.

Fill in the blanks for Order Information.

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Proceed to the next page. Print your confirmation page or email it to yourself for your records.

On the same page, please continue by clicking Start Download:

Messages	Questions	Order	Receipt]	
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How do I get my FREE Microsoft Download? (cont'd)

A pop up will appear; download both the SDX and the SDM to your computer.

	(If you have completed this step previously, go to step 3)
2.	Locate the file from step 1 and run it to install the SDM $igodoldsymbol{0}$
3.	Download the .SDX file for your order

- Follow the instructions. Agree to the terms and conditions and click continue.
- Once the SDM and SDX have been installed, you will be given the option to begin downloading either the 32-bit or the 64-bit Office software; check your system properties to determine which is best for your computer (most laptops will work best with the 32-bit).
- All you will need is the Microsoft Office Pro Plus software (you will not need Lync or Business Contact Manager, although you can download them if you like).

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How do I get my FREE Microsoft Download? (cont'd)

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Once the download is complete, click launch.

Enter your product key (this can be found on the Your Account/Orders section of Gmc.cc.onthehub.com).



Accept the terms and conditions. Choose Install Now. Once the installation process is complete, you're done!

You now have Word, Publisher, Excel, Access, Power Point, and other useful programs installed on your laptop!

How do I access the Student Handbook?

The Student Handbook focuses specifically on the needs of students and contains information that will be valuable to you as you pursue your educational goals.



5. Hover over the bottom right-hand corner of the page and click on the **save button** to save a copy of the Student Handbook on your computer.



What do I do if I am stuck?

Go over the directions ONE MORE TIME. Most issues can be resolved with a double-check of the directions. If the issue is still not fixed:

Have your name, the error message you are encountering, and your student ID number ready, and

A) Contact Ms. Bailey Carter bcarter@gmc.cc.ga.us 706-478-3144 OR B) Contact the GMC IT Department at: webmaster@gmc.cc.ga.us 478-387-4954



Make sure to include your name & student ID number in emails. We cannot help you if we do not know who you are.

To keep up with GMC Columbus Campus info and events, connect with us via:



http://facebook.com/gmccolumbus

Be sure to friend Buford T Justice (our mascot!)

Follow @GMCColumbus