# Georgia Military College Columbus
# 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:

# 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
**https://gmconline.edu**

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.**

GMC Online Portal Sign In

Type your full GMC email address and password.

GMC Email Address: _____

Password: _____

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*.



Class Pages hosted on Moodle

Links to WEPA and LIBRARY

Link to GMC Student Email
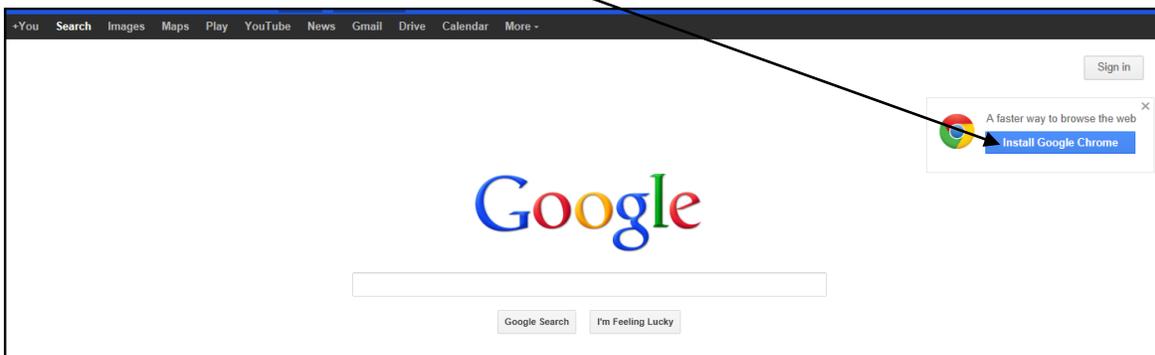
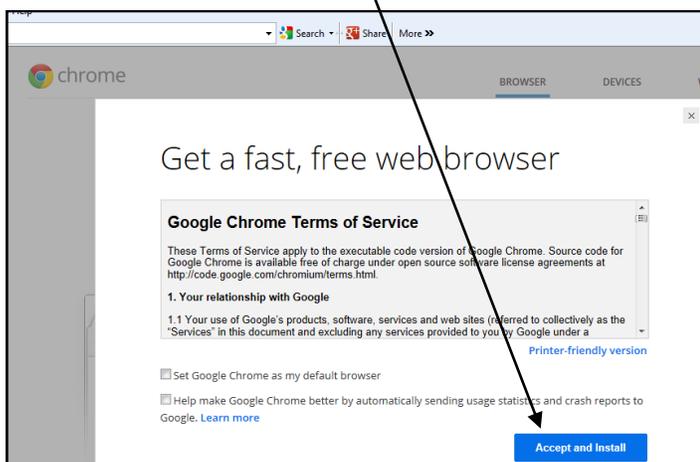Financial Aid/Registration Tabs

# 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!

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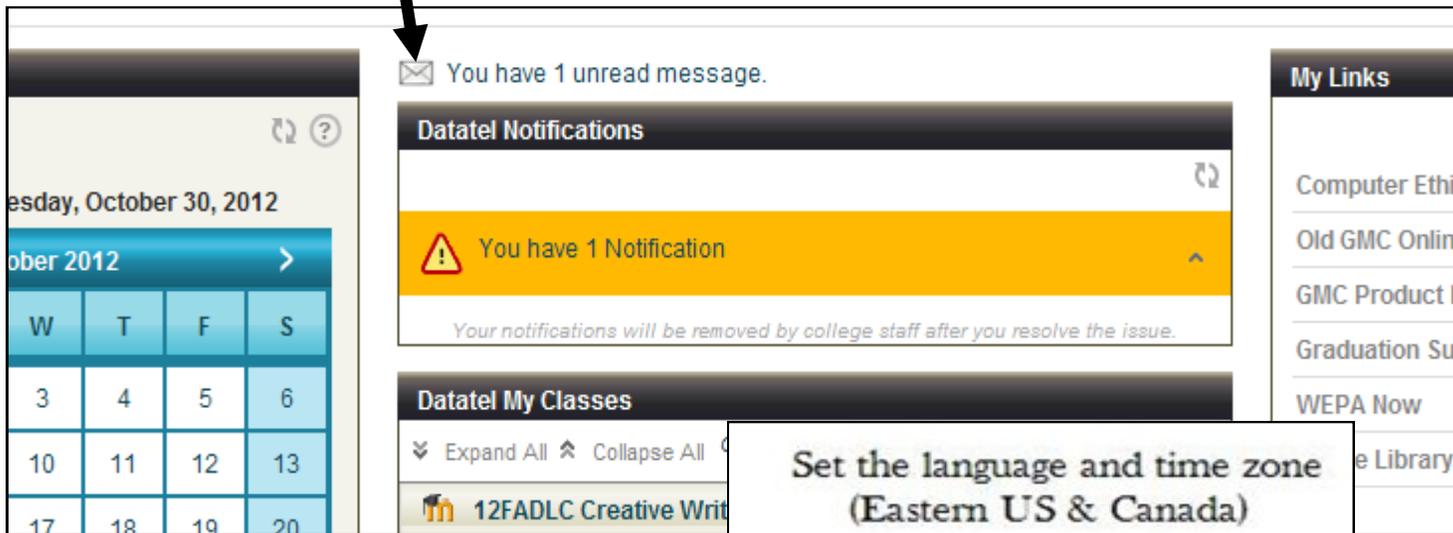3. Click on Download Chrome



4. Click Accept & 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.



You have 1 unread message.

**My Links**

**Datatel Notifications**

esday, October 30, 2012

⚠ You have 1 Notification ⌃

*Your notifications will be removed by college staff after you resolve the issue.*

Computer Ethi

Old GMC Onlin

GMC Product F

Graduation Su

WEPA Now

ober 2012 ❯

| W | T | F | S |
|---|---|---|---|
| 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 |
| 17 | 18 | 19 | 20 |

**Datatel My Classes**

≫ Expand All ≪ Collapse All

🏫 12FADLC Creative Writ

Set the language and time zone (Eastern US & Canada)

Welcome to your email box!

e Library

◢ Favorites
- 📨 **Inbox** (1)
- 🔎 **Unread Mail** (3)
- 📭 Sent Items

◢ Rachel Marie Webb
- 📨 **Inbox** (1)
- 📝 Drafts [13]
- 📭 Sent Items
- 🗑 Deleted Items (6)

New ▾  Delete ▾  Move ▾  Filter ▾  View ▾

*Search Entire Mailbox* 🔍 ▾ ≫

Conversations by Date ▾    Newest on Top

Today
☑ WOW - Responsibility  📎
Patrick Beer                    7:28 AM

Yesterday
✉ Important Business Offi
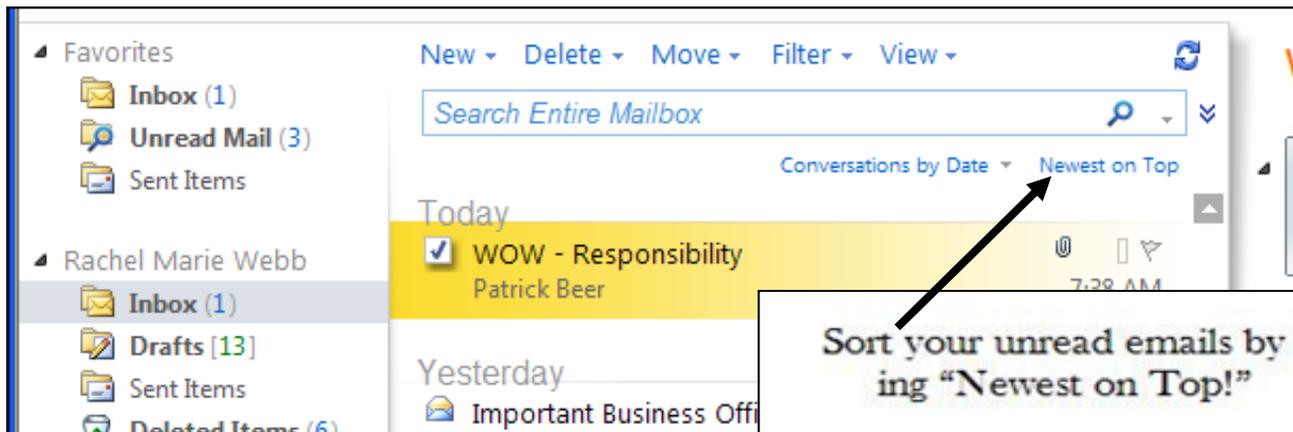
Sort your unread emails by clicking "Newest on Top!"

Check your email everyday. The business office uses GMC email to communicate about payment, tuition, and registration.

If you miss deadlines due to not checking your email, you are still responsible for the content!

# How do I access my Moodle course pages?
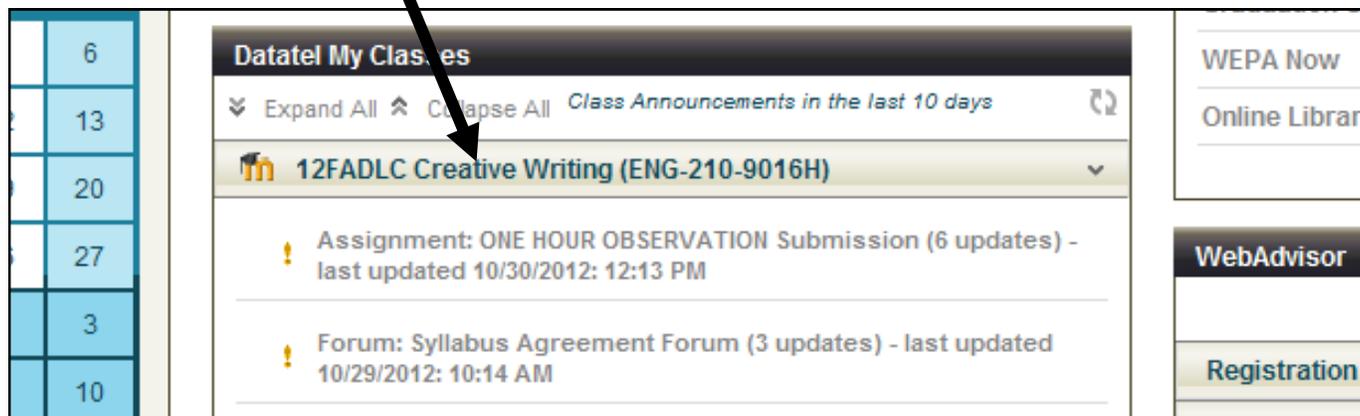
From your GMC Online homepage, click on the name of one of your classes (with the little orange 'M' next to it).



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 "Enter Your Credentials."

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 down-load 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.
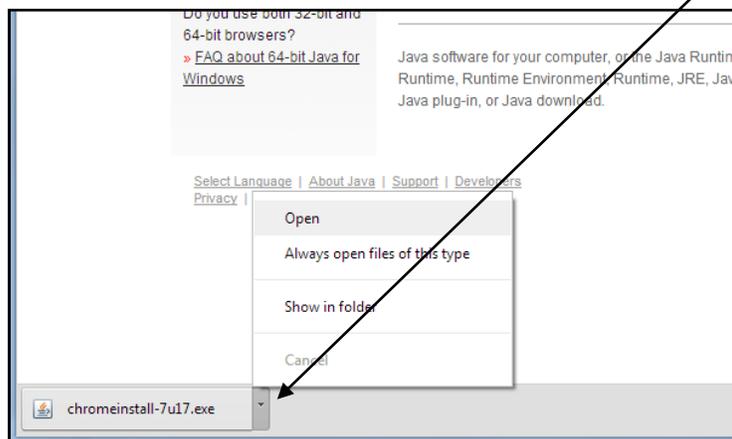


4. You may be asked if you want to allow Oracle/Java to make changes to your computer. If so, select yes.
5. Proceed through the installation wizard, and you're done!

# How do I print?

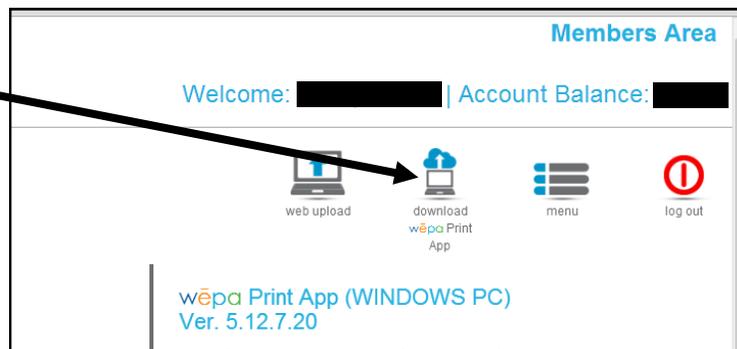1. Go to www.wepanow.com

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.

6. 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:
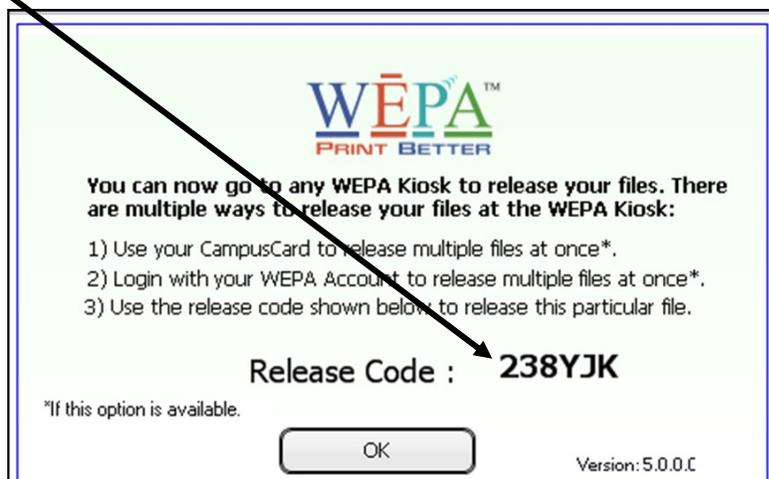
1. Select Change Printer.

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.

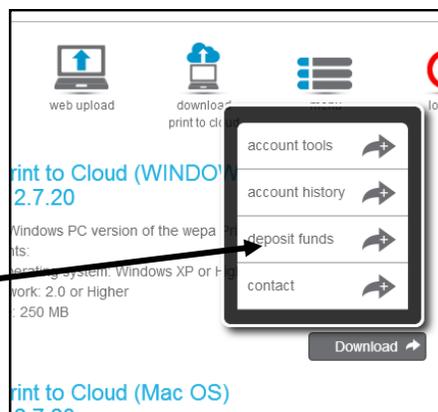6. Go to the WEPA kiosk and select Release Code.

7. Enter the code.

8. Choose "Pay from WEPA account" or other 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.*



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# 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)

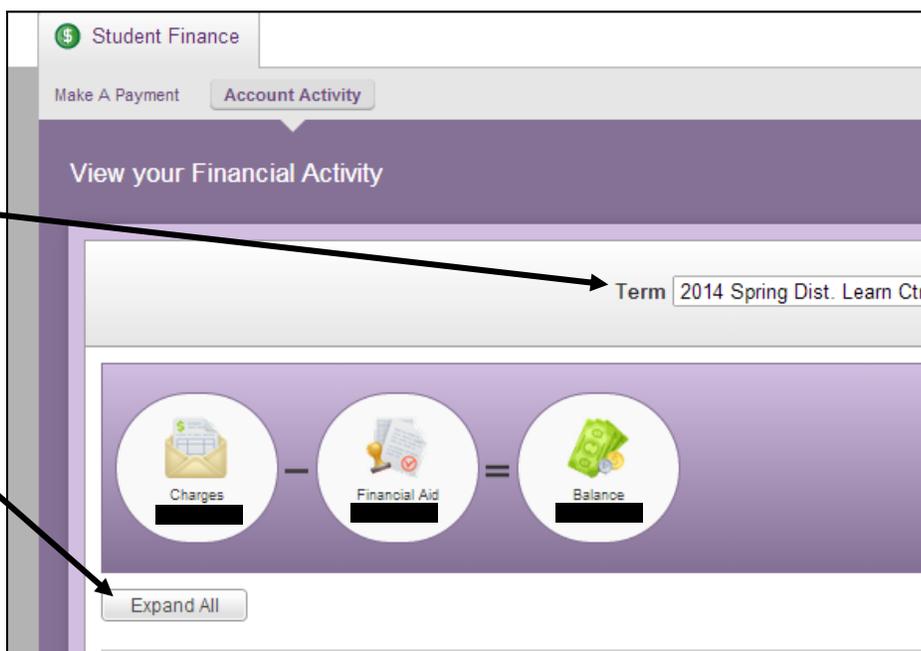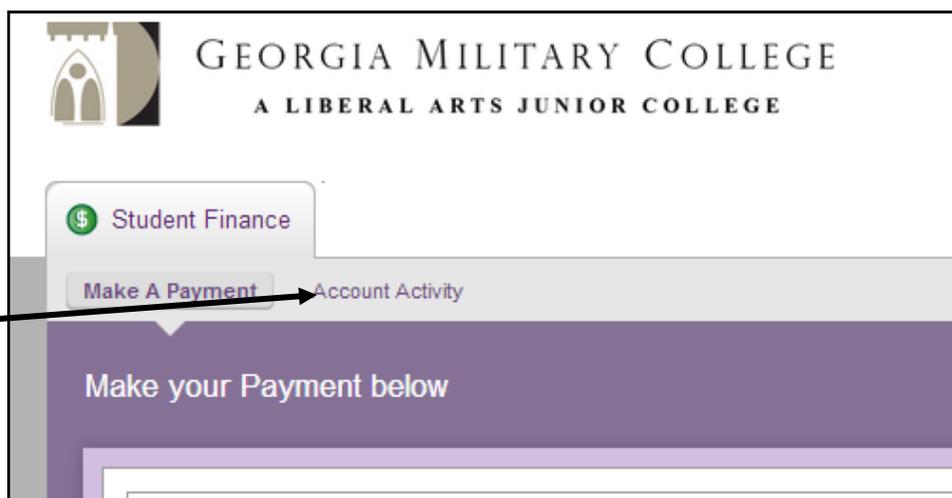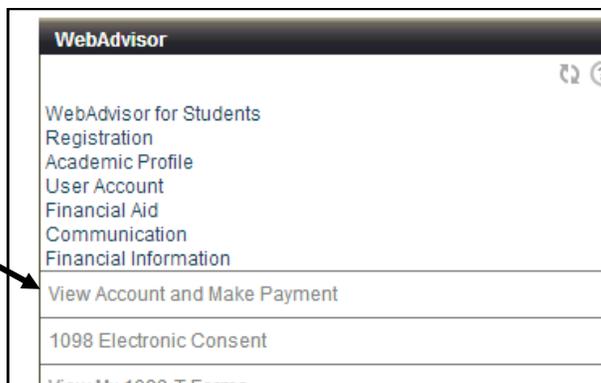**3.** Click Financial Information

**4.** Click View Account and Make Payment

**5.** A new tab should open that says "Redirecting to Self Service, please wait . . ." (this will take a minute to load).

**6.** Click on Account Activity (this will take a minute to load).

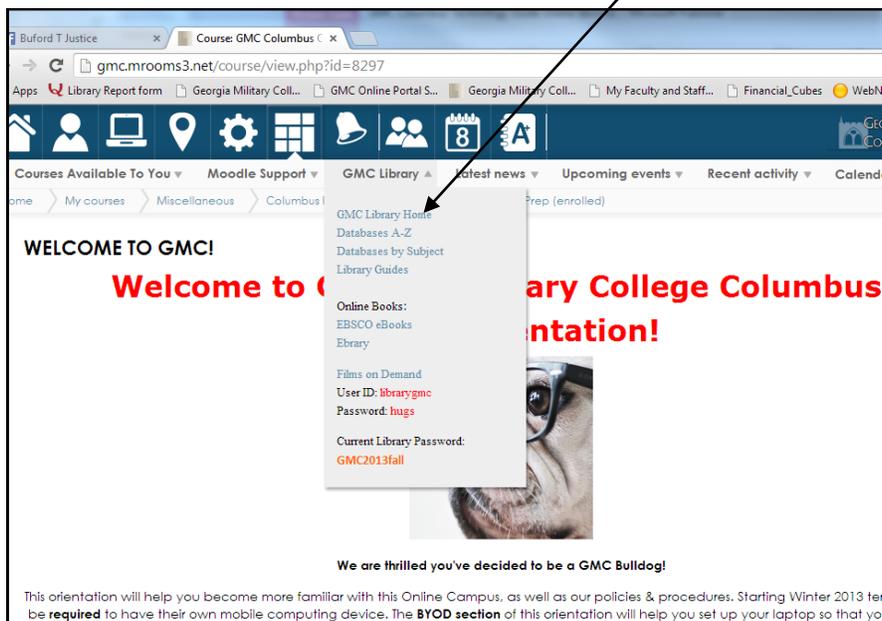**7.** Ensure that the current term is selected, and click on Expand All.

**8.** Print it out! See pages 8-9 for WEPA printing instructions.

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

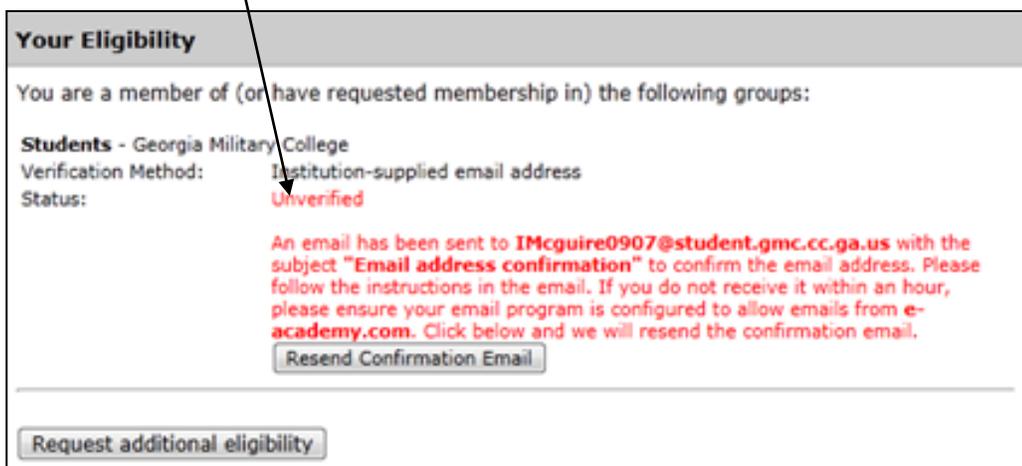You can access these resources through your Moodle Class pages:



OR
through the GMC Columbus website (GMC411.com) under Academics > Library Resources:
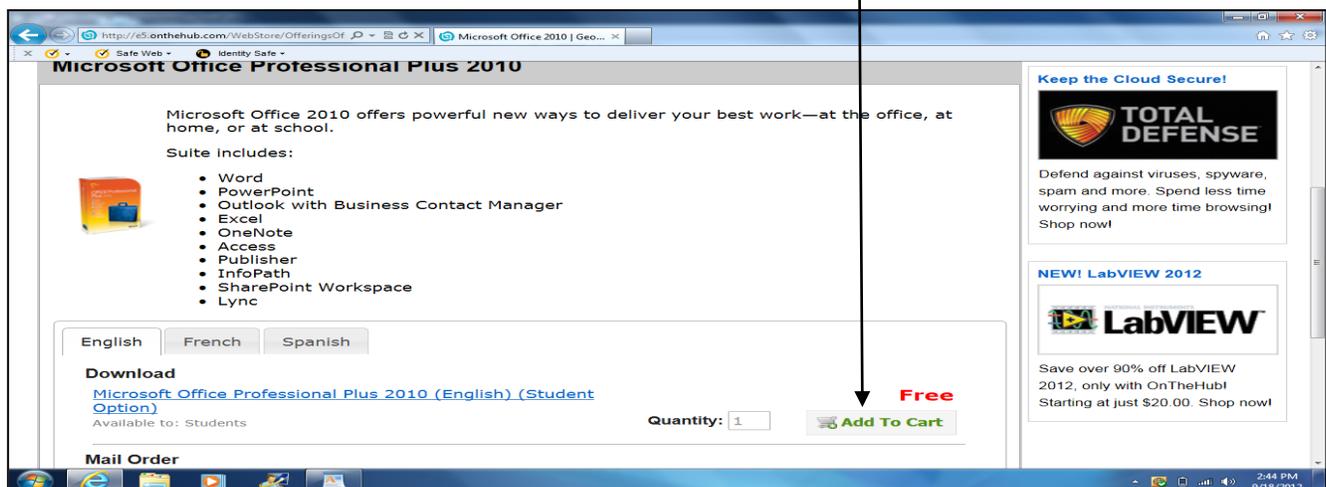
# How do I get my FREE Microsoft Download?

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:

**Your Eligibility**

You are a member of (or have requested membership in) the following groups:

**Students** - Georgia Military College
Verification Method:     Institution-supplied email address
Status:     Unverified

An email has been sent to **IMcguire0907@student.gmc.cc.ga.us** with the subject "**Email address confirmation**" to confirm the email address. Please follow the instructions in the email. If you do not receive it within an hour, please ensure your email program is configured to allow emails from **e-academy.com**. Click below and we will resend the confirmation email.

[ Resend Confirmation Email ]

[ Request additional eligibility ]

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.

**Microsoft Office Professional Plus 2010**

Microsoft Office 2010 offers powerful new ways to deliver your best work—at the office, at home, or at school.

Suite includes:
- Word
- PowerPoint
- Outlook with Business Contact Manager
- Excel
- OneNote
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- Publisher
- InfoPath
- SharePoint Workspace
- Lync

English | French | Spanish

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Microsoft Office Professional Plus 2010 (English) (Student Option)
Available to: Students     Quantity: 1     **Free**  Add To Cart

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**NEW! LabVIEW 2012**

LabVIEW

Save over 90% off LabVIEW 2012, only with OnTheHub! Starting at just $20.00. Shop now!

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# 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.



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:

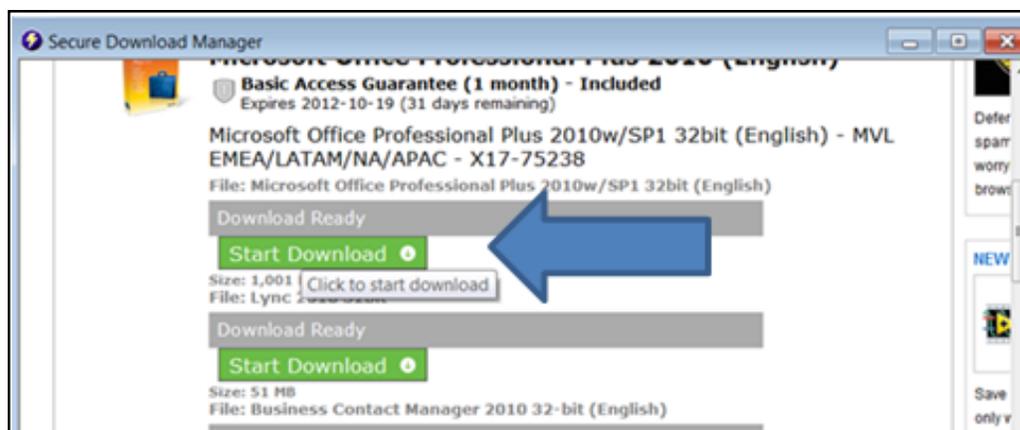# How do I get my FREE Microsoft Download? (cont'd)

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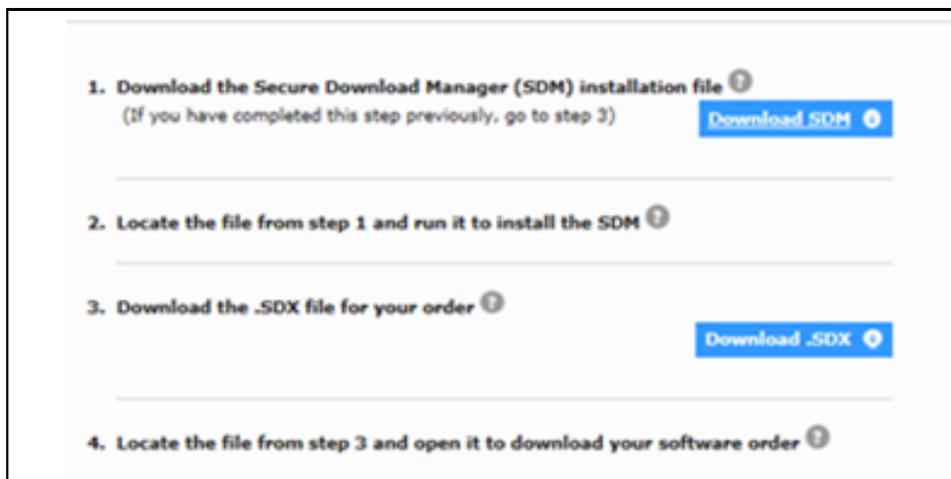


Follow the instructions. Agree to the terms and conditions and click continue.

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).
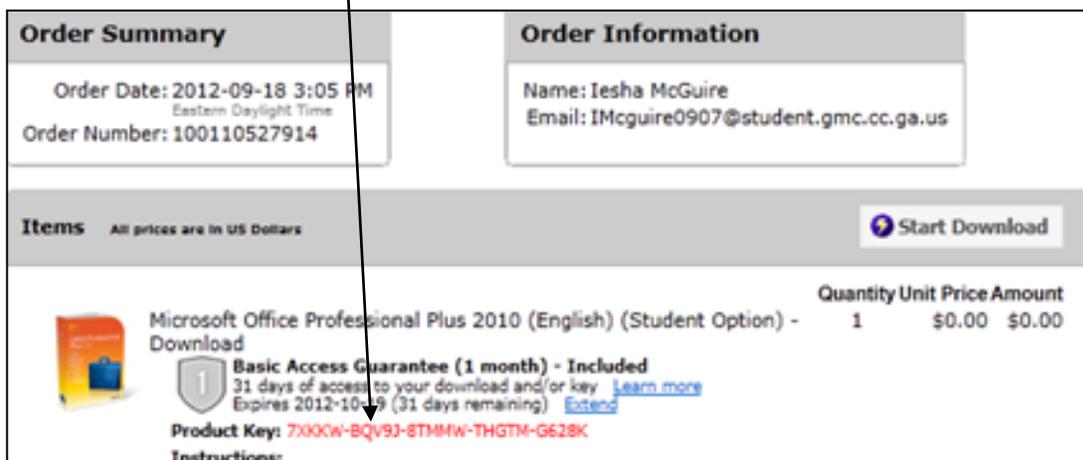


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# How do I get my FREE Microsoft Download? (cont'd)
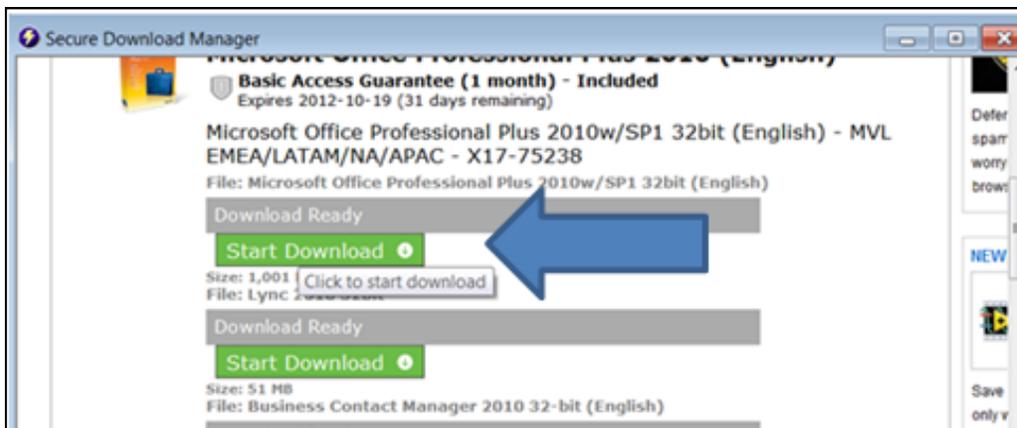


Once the download is complete, click launch.

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.*
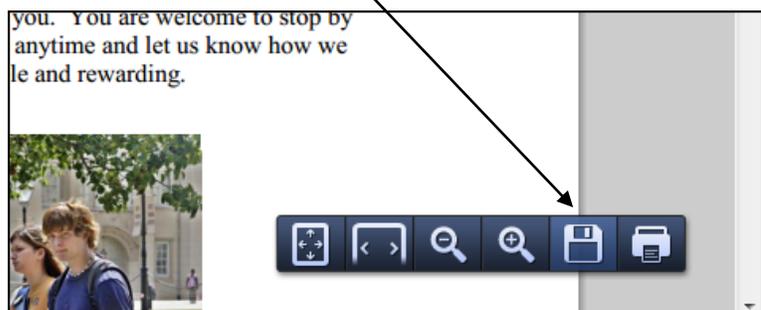
1. Go to **www.GMC411.com**
2. Hover over the **Student Life** tab and click on **Student Handbook**.
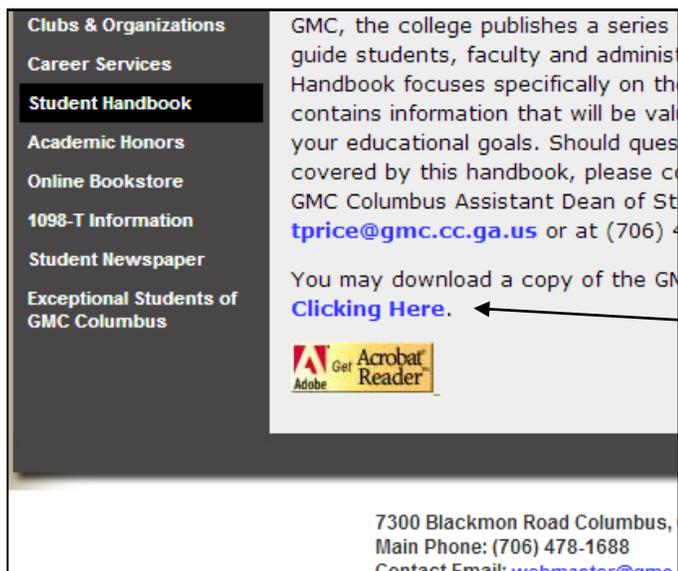
3. Click on the link above the Adobe Acrobat Reader logo.

4. The PDF file should open in a new window or new tab.

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