



# ABOUT THE IT DEPARTMENT

# THE IT DEPARTMENT

## Navigation

- [The IT Department](#)
- [About Your GCFC Electronic Accounts](#)
- [All About iSIMS](#)
- [GCFC Email & Network Accounts](#)

# SERVICES WE PROVIDE



# SERVICES WE PROVIDE

- User Account Provisioning
  - **Active Directory** (computer accounts/wireless accessibility & email for new applicants)
  - **Office 365 Account** (college email)
  - **iSIMS** (registration, timetable, grades, attendance, etc)

# SERVICES WE PROVIDE

- Network Security and provisioning
- ID creation
- Initiation, Development, Management and Maintenance of Technical Systems tangible and otherwise for the College (LMS, Social Media, User management, File Management etc.)





WHERE WE ARE LOCATED

## Navigation

- [The IT Unit](#)
- [About Your GCFC Electronic Accounts](#)
- [All About iSIMS](#)
- [GCFC Email & Network Accounts](#)

# YOUR GCFC ACCOUNTS

## 3 MAIN ACCOUNTS

**iSIMS** – for registration, timetable, grades etc

ID Number (2017XXXXXX)

**Active Directory** (computer accounts/wireless accessibility)

ID Number (2017XXXXXX)

**Office 365** (college email/GCFC Mail)

**2017XXXXXX@gcfc.edu.jm**

[firstname.lastname@gcfc.edu.jm for returning/deferring applicants]



# FIRST TIME APPLICANTS – 2 ACCOUNTS, 1 PASSWORD

## Active Directory/Network Account

(for lab computer/wifi accessibility)

- **2017XXXXXX**  
**(your ID number)**

## Office 365 Account

(college email)

- **2017XXXXXX@gcfc.edu.jm**

More info on this later

## Navigation

- [The IT Unit](#)
- [About Your GCFC Electronic Accounts](#)
- [All About iSIMS](#)
- [GCFC Email & Network Accounts](#)



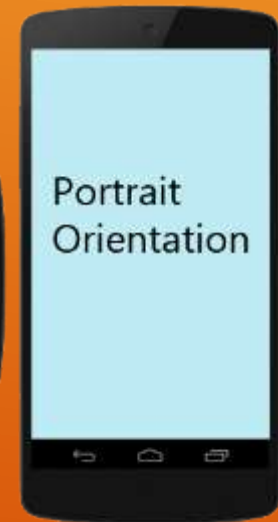
# GCFC ISIMS

iTECH Student Information  
Management System

- ▶ iSIMS is best used on a computer or in landscape mode
- ▶ A lot of elements of iSIMS are hidden in your phone's portrait view



PRO TIP





**Registration for 2019-2020 - Semester 1 is open**

**Online Registration Start: Aug 12, 2019**

**Online Registration End: Sep 1, 2019**

**Late Online Registration End: Sep 7, 2019**

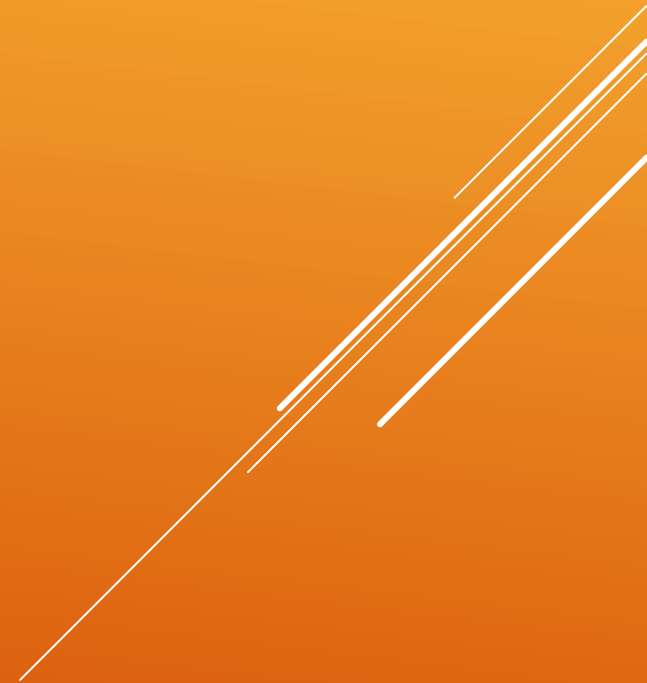
**Late Online Registration Fee: \$3,000.00**

## REGISTRATION DEADLINES

(THIS IS HIDDEN IN PORTRAIT VIEW ON  
PHONES)

WHAT IS ISIMS FOR?

iSIMS - iTECH Student Information  
Management System





- ▶ Biographical information
- ▶ Contact information
- ▶ Registration and Timetable
- ▶ Grades and qualifications

WHAT IS ISIMS FOR?



- ▶ Document Requests
- ▶ Online Library Access
- ▶ Financial History
- ▶ Announcements/News

WHAT IS ISIMS FOR?



# ACCESSING ISIMS - ACTIVATION

Must be done before a new student can fully log into isims for the first time  
nB. This is different from any login set up while applying



WWW.GCFC.EDU.JM

From the college website click iSIMS

The screenshot shows the homepage of the G.C Foster College of Physical Education & Sport. The website has a yellow header with the college's logo and name. Below the header is a navigation bar with links to Home, About Us, Student Services, Programmes, Short Courses, Library, Media, Sports, Facilities, News / Announcements, and Contact. A row of buttons is located below the navigation bar: APPLY NOW, COLLEGE PORTAL (circled in blue), LIBRARY OPAC, CHECK EMAIL, and CONTACT US. The main content area features a large banner image of the college grounds with the text "G.C. FOSTER COLLEGE HOME OF WORLD CLASS COACHES". To the right of the banner is a video player titled "G.C. Foster College Facilities" and another titled "GC Foster College Promotion". Below the banner is a "Continue Reading" button. At the bottom of the page, there is a "Welcome to G.C. Foster College" message and a brief description of the college.

**G.C Foster College of Physical Education & Sport**

[APPLY NOW](#) [COLLEGE PORTAL](#) [LIBRARY OPAC](#) [CHECK EMAIL](#) [CONTACT US](#)

[Home](#) [About Us](#) [Student Services](#) [Programmes](#) [Short Courses](#) [Library](#) [Media](#) [Sports](#) [Facilities](#) [News / Announcements](#) [Contact](#)

**G.C. FOSTER COLLEGE**  
HOME OF WORLD CLASS COACHES

education, Students  
**G.C. Foster College**

[Continue Reading](#)

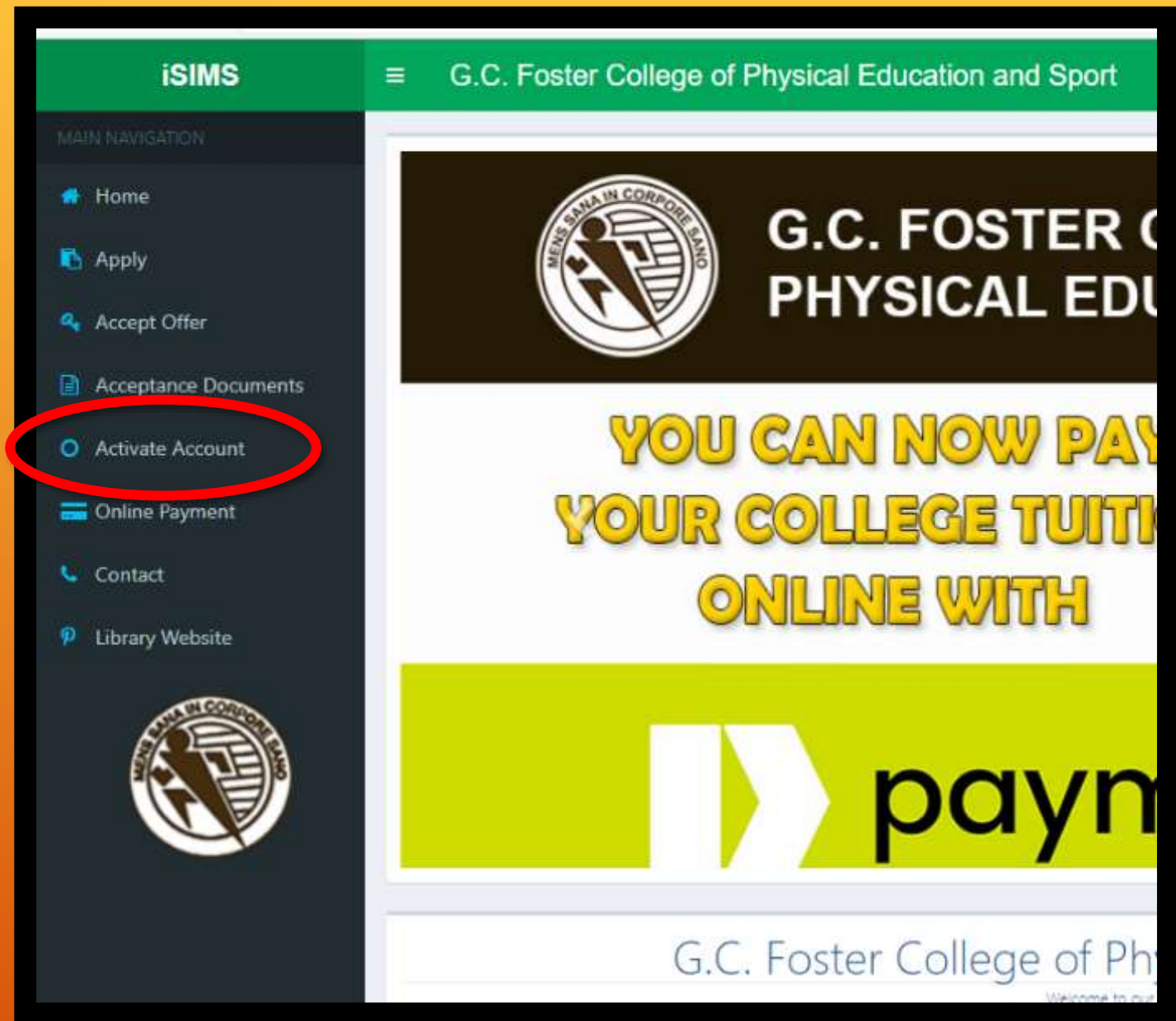
**G.C. Foster College Facilities**  
Watch on [YouTube](#)

**GC Foster College Promotion**  
Watch on [YouTube](#)

Welcome to G.C. Foster College

The G.C. Foster College of Physical Education & Sport, which operates a full-time residential

# ACTIVATION





# ACCOUNT ACTIVATION

1. FILL THE FORM  
COMPLETELY THEN  
CLICK NEXT
2. Then CAREFULLY read and follow the instructions provided on the next webpage to create a password

The screenshot shows a web interface for account activation. The header is green with 'iSIMS' on the left and 'G.C. Foster College of Physical Education and Sport' on the right. A dark sidebar on the left contains navigation links: Home, Apply, Accept Offer, Acceptance Documents, Activate Account, Online Payment, Contact, and Library Website, along with a circular logo at the bottom. The main content area is titled 'Activate My Account' with a subtitle 'Activate My Student portal account'. A red warning message states: 'If you are unable to activate your account, please visit the Student Services Department to verify that your information on the system is accurate.' Below this is a 'Validate your Identity' section with the instruction 'Complete the form below to validate your identity and click next'. The form includes fields for ID Number, TRN, Date of Birth (with an example 'e.g. May 12, 2010'), and Last Name. There is a dropdown menu for 'Programme' with the text 'Select Programme Pursuing'. A CAPTCHA section asks to 'Enter the Characters in red in the textbox below it', showing the characters '044ed' in red on a blue background. A 'Next' button is at the bottom of the form.

# LOGGING INTO ISIMS (ONLY AFTER ACTIVATION)

There are 2 methods

# 2 METHODS TO LOG INTO ISIMS (AFTER ACTIVATION)

The screenshot displays the iSIMS (Integrated Student Information Management System) interface for G.C. Foster College of Physical Education and Sport. The page is designed to guide users through the online payment process for college tuition.

**Header:** The top navigation bar includes the iSIMS logo and the college name: "G.C. Foster College of Physical Education and Sport".

**Left Sidebar (Menu Navigation):**

- Home
- Apply
- Accept Offer
- Acceptance Documents
- Activate Account
- Online Payment
- Contact
- Library Website

**Main Content Area:**

- Top Banner:** Features the college logo and the text: "G.C. FOSTER COLLEGE OF PHYSICAL EDUCATION & SPORT". Below this, it states: "YOU CAN NOW PAY YOUR COLLEGE TUITION ONLINE WITH paymaster".
- Right Panel:** Promotes "Fast | Easy | Secure" payments via "paymaster-online.com". It lists "Steps to Register Online:" in five numbered steps:
  1. Go to paymaster-online.com
  2. Check Inbox Activation Link
  3. Enroll Your Card
  4. Activate Your Card
  5. Proceed with Bill Payment

**Bottom Section:**

- G.C. Foster College of Physical Education and Sport:** A sub-header with a "Welcome to our online environment" message.
- For New Students and Staff:**
  - Student:** Click [Activate Account](#) at the top menu and follow the instructions. Your username will be your student ID number.
  - Staff:** Enter the username and password that was sent to your email. You will be asked to reset your password when you first access the system.
- For Existing Students And Staff:** Enter your username and password and click login. If you are having problems logging in, please contact your system administrator. You can also email our support team at [support@gcf.edu.jm](mailto:support@gcf.edu.jm).
- Video Tutorials:** A link to additional guidance.

**Right Panel (Login and Recommendations):**

- Staff & Student Login:** Includes a Microsoft iSIMS login button and a prompt to "Log in using your account on:" with a Microsoft logo.
- Browser Recommendations:** Lists supported browsers and versions: "Chrome 18+, Firefox 11+, Opera 9+, Safari 5+, IE 9+" and a screen resolution requirement: "Screen Resolution: 1366x768".

# MICROSOFT OR ISIMS

The image displays three screenshots of the iSIMS login interface for G.C. Foster College of Physical Education and Sport.

**Top Left Screenshot:** Shows the "Staff & Student Login" modal. The "Microsoft" button is circled in red. Below the buttons, it says "Log in using your account on:" followed by the Microsoft logo.

**Top Right Screenshot:** Shows the "Staff & Student Login" modal. The "ISIMS" button is circled in red. Below the buttons, it says "Log in using your account on:" followed by the Microsoft logo. The login fields are visible: Username (ID # or Username), Password, and a Login button. A "Forgot Password?" link is also present.

**Bottom Screenshot:** Shows the main login page. It includes the college name, a welcome message, and instructions for new and existing users. The "For Existing Students And Staff" section states: "Enter your username and password and click login. If you are having problems logging in, please contact your system administrator. You can also email our support team at support@gcfc.edu.jm." Below this is a "Video Tutorials" link. On the right, there is a "Browser Recommendations" section with the following details:

- Chrome 18+, Firefox 11+, Opera 9+, Safari 5+, IE 9+
- Screen Resolution: 1366x768

# ONLY iSIMS LOGIN WILL BE AVAILABLE AT FIRST

**iSIMS** G.C. Foster College of Physical Education and Sport

MAIN NAVIGATION

- Home
- Apply
- Accept Offer
- Acceptance Document
- Activate Account
- Online Payment
- Contact
- Library Website

**Staff & Student Login**

Microsoft **iSIMS**

Username: ID # or Username

Password: Password

Login

Forget Password?

**Browser Recommendations**

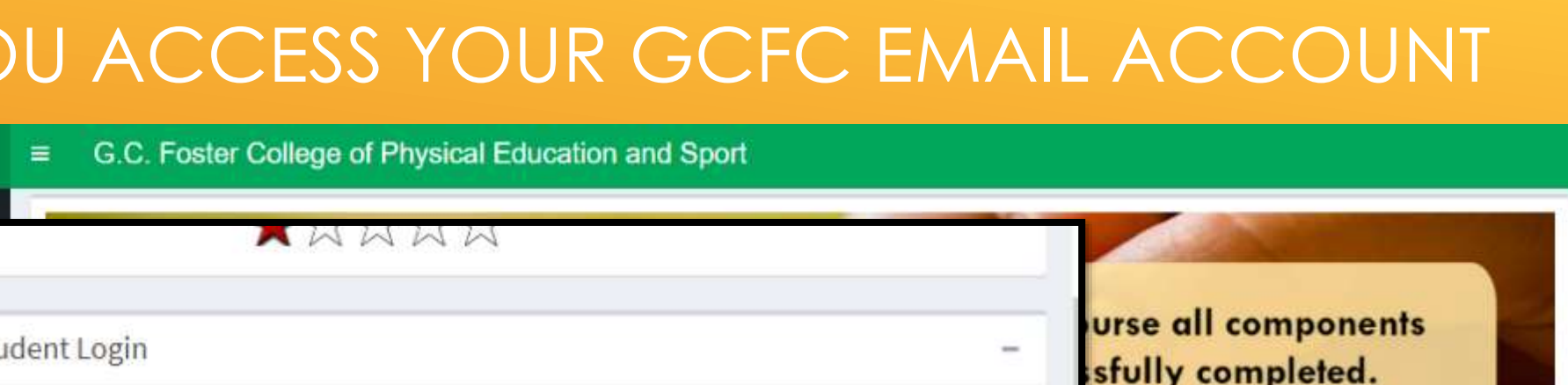
- Chrome 18+, Firefox 11+, Opera 9+, Safari 5+, IE 9+
- Screen Resolution: 1366x768
- Javascript and Cookies MUST be Enabled
- Your browser met all the requirements for [iSIMS](#)

How to add GCFC as a payee Paymaster Jamaica

<https://isims.gcfc.edu.jm/default.aspx#>

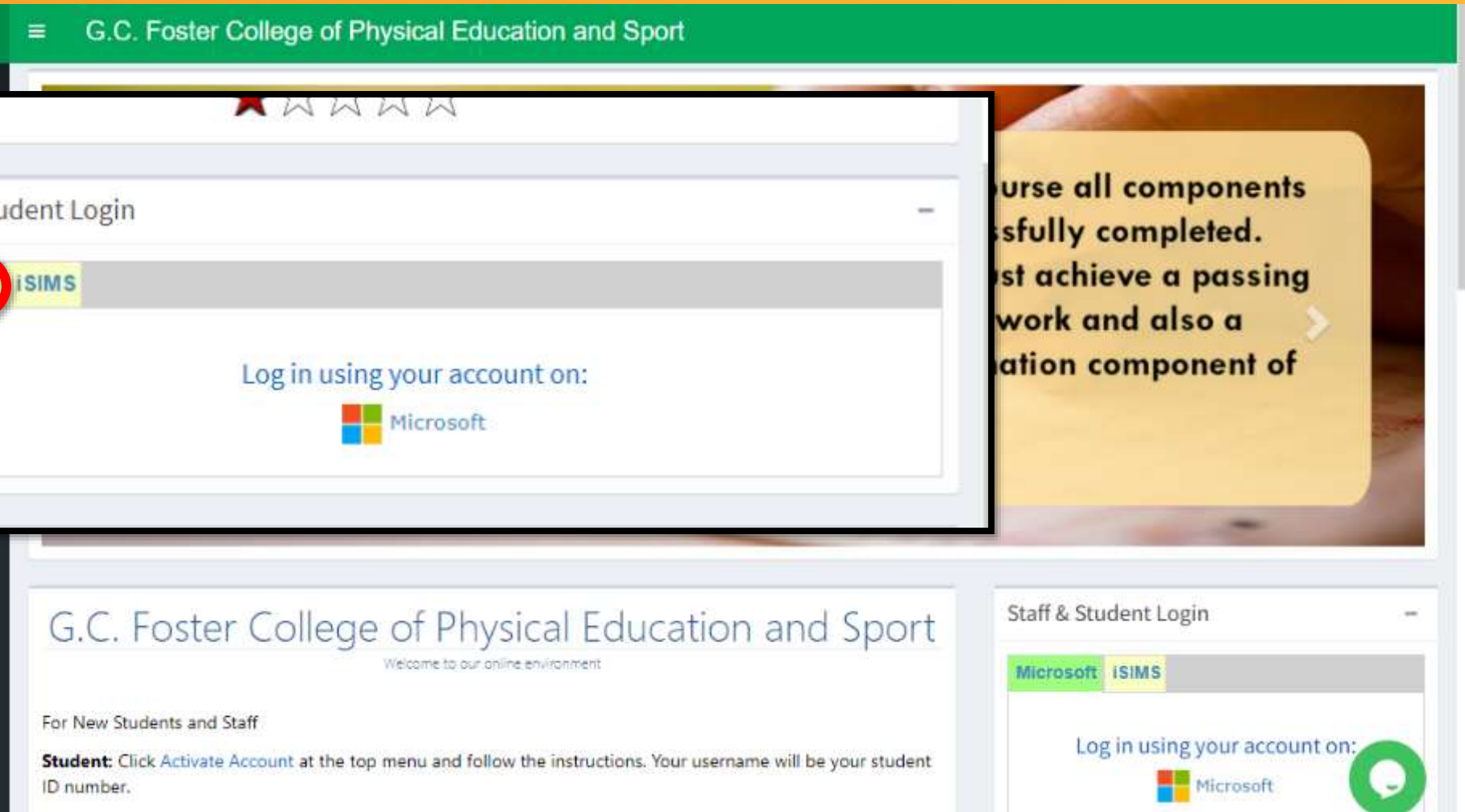


# THE MICROSOFT LOGIN WILL BE AVAILABLE AFTER YOU ACCESS YOUR GCFC EMAIL ACCOUNT



The screenshot shows the iSIMS Staff & Student Login page. The page has a green header with the iSIMS logo and the text 'G.C. Foster College of Physical Education and Sport'. Below the header, there is a 'MAIN NAVIGATION' sidebar on the left. The main content area is titled 'Staff & Student Login' and features a red circle around the 'Microsoft' login option. Below this, it says 'Log in using your account on:' followed by the Microsoft logo. To the right of the login options, there is a yellow box with text that reads: 'Course all components successfully completed. You must achieve a passing work and also a presentation component of'.

# THE MICROSOFT LOGIN WILL BE AVAILABLE AFTER YOU ACCESS YOUR GCFC EMAIL ACCOUNT



The screenshot shows the iSIMS Staff & Student Login page. The page has a green header with the iSIMS logo and the text "G.C. Foster College of Physical Education and Sport". Below the header, there is a "MAIN NAVIGATION" sidebar on the left. The main content area is titled "Staff & Student Login" and features a "Microsoft iSIMS" button, which is circled in red. Below this button, it says "Log in using your account on:" followed by the Microsoft logo. To the right of the login area, there is a yellow box with text that reads: "Course all components successfully completed. You must achieve a passing work and also a presentation component of". At the bottom of the page, there is a footer with the G.C. Foster College of Physical Education and Sport logo and the text "Welcome to our online environment". Below the footer, there is a section for "For New Students and Staff" with instructions for students to click "Activate Account" at the top menu and follow the instructions. The username will be the student ID number.

# YOUR PROFILE



# YOUR PROFILE

**iSIMS** G.C. Foster College of Physical Education and Sport

**My Profile** View information and activities in your account.

**Navigation Sidebar:**

- Home
- Academic Status
- Library
- Accommodation
- My Request
- Residence
- Career Services
- My Course
- Library Website

**Profile Information:**

- ID Number: [Redacted]
- DOB: [Redacted]
- Gender: [Redacted]
- Nationality: [Redacted]
- First Name: [Redacted]

**Registration Tab:**

- Registration: Semester 2 (Highlighted with a red circle)

**Financial Data:**

Please click on the Financial Data tab below and select a Payment Plan for the 2021-2022 academic year tuition fee.

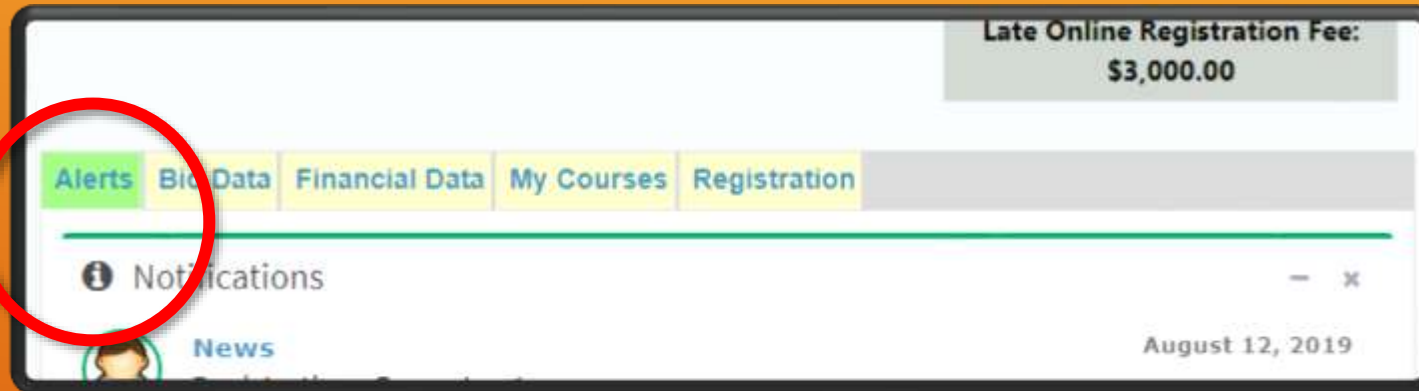
**Moodle Banner:**

Registration for 2021-2022 - Semester 3 is open  
Online Registration Start: Jan 22, 2022  
Online Registration End: Feb 24, 2022  
Late Online Registration End: Feb 24, 2022  
Late Online Registration Fee: \$1,000.00

**Online Payment PTR: 7805FB**



# ISIMS TABS



# ALERTS



# MY PROFILE/THE ALERTS TAB

## INFORMATION AT A GLANCE

The first and tab open and visible after logging in.  
Displays the following:

- ▶ Notifications
- ▶ Alerts
- ▶ College Calendar
- ▶ News and Announcements
- ▶ Semester Information (registration dates etc.)



- Here you can view current Stop Orders or alerts.
- Text in **RED** typically requires more urgent attention.

Please click on the Finance Tab below and select a payment plan for the 2017-2018 academic year tuition fee

Alerts Bio Data Finance Registration

**Alerts**

- **Your medical report is now due. Your last medical was done on May 25, 2016**

**Notifications**

**News**  
Registration: Semester 1  
August 11, 2017

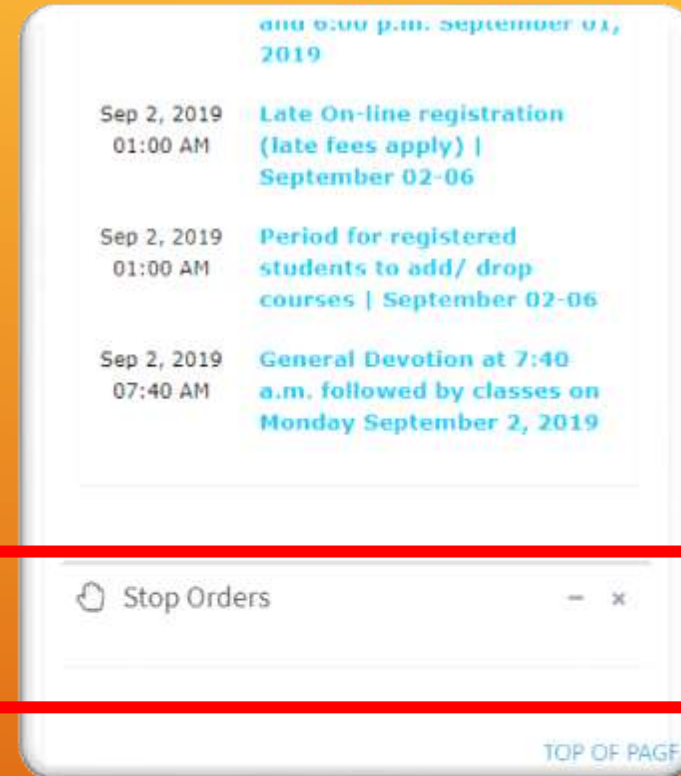
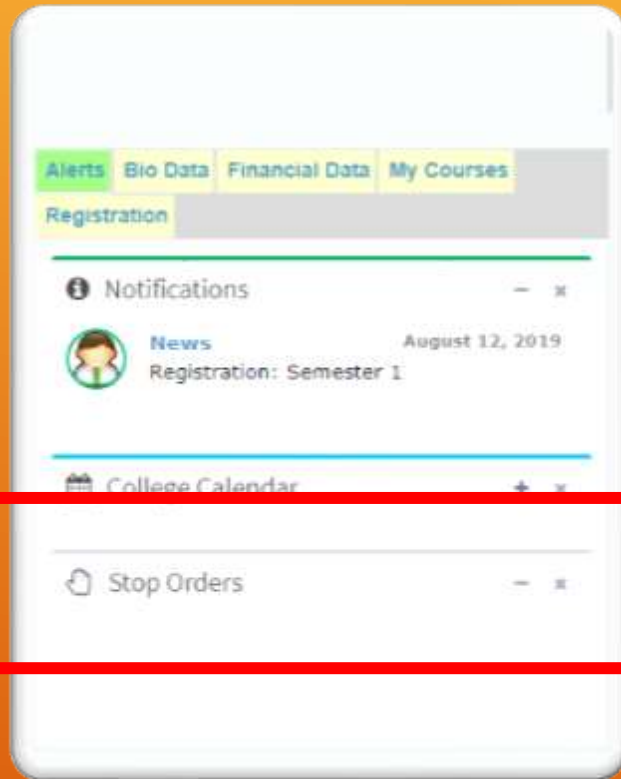
**Stop Orders**

**Undertaking Form Outstanding** - Aug 1, 2017  
**You are not eligible to participate in the Year 4 Practicum Exercise.** - Aug 16, 2017

**Stop Orders**

**Undertaking Form Outstanding** - Aug 1, 2017  
**You are not eligible to participate in the Year 4 Practicum Exercise.** - Aug 16, 2017

# STOP ORDERS ON MOBILE





# BIO DATA

# BIO DATA TAB/UPDATING YOUR PROFILE

## The second tab on your profile page

- ▶ Contains biographical Information
- ▶ Contains contact Information
- ▶ Allows requests for updates

The screenshot shows a web interface for updating a profile. At the top, there are four tabs: Alerts, Bio Data (which is highlighted), Finance, and Registration. Below the tabs, the form is divided into two main sections. The first section contains personal and biographical information fields: First Name, Last Name, Middle Name, Nick Name, TRN, Birth Cert. No., NIS, Date Of Birth, Gender, Marital Status, Home #, Work #, Contact # 1, Contact # 2, Religion, Denomination, Nationality, and Email. The second section is titled 'Home Address' and 'Mailing Address' and contains fields for Street/Apt No, Town, Post Office, Parish, and Country. An 'Update Profile' button is located at the bottom left of the form. The email address 'Pctc.edu.jm' is visible next to the Email field.



Email [redacted] <[redacted]@ctc.edu.jm> Late Registration

Alert **Bio Data** Finance Registration

First Name	[redacted]	Last Name	[redacted]
Middle Name	[redacted]	Nick Name	
TRN	[redacted]	Birth Cert. No.	[redacted]
NIS		Date Of Birth	[redacted]
Gender	[redacted]	Marital Status	[redacted]
Home #	[redacted]	Work #	[redacted]
Contact # 1	[redacted]	Contact # 2	[redacted]
Religion	[redacted]	Denomination	[redacted]
Nationality	[redacted]	Email	[redacted]@ctc.edu.jm

Home Address	Mailing Address
Street/Apt No	Street/Apt No
Town	Town
Post Office	Post Office
Parish	Parish
Country	Country

[Update Profile](#)

You can update some information here including your personal email address

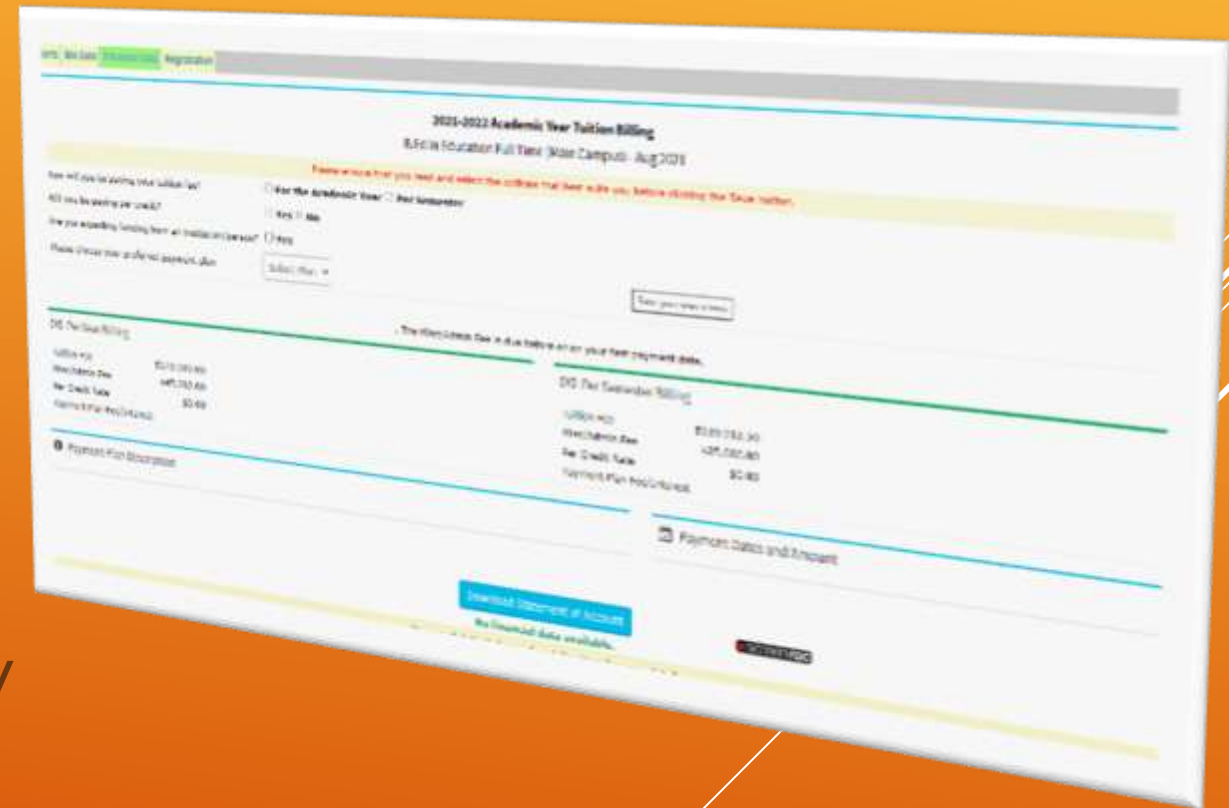


# FINANCIAL DATA

# FINANCE TAB

## Used for:

- ▶ Selecting Payment Plan
- ▶ Viewing Current Arrears
- ▶ Viewing Payment History
- ▶ Viewing Transaction History



Please click on the Financial Data tab below and select a Payment Plan for the 2021-2022 academic year tuition fee.

Alerts Bio Data **Financial Data** Registration

### 2021-2022 Academic Year Tuition Billing

B.Ed in Education Full Time (Main Campus) - Aug 2021

Please ensure that you read and select the options that best suits you before clicking the Save button.

How will you be paying your tuition fee?

☐ For the Academic Year ☐ Per Semester

Will you be paying per credit?

☐ Yes ☒ No

Are you expecting funding from an institution/person?

☐ Yes

Please choose your preferred payment plan

Select Plan ▼

Enter your search term

The Misc/Admin Fee is due before or on your first payment date.

#### ☒ Per Year Billing

Tuition Fee	\$273,000.00
Misc/Admin Fee	\$45,000.00
Per Credit Rate	\$0.00
Payment Plan Fee/Interest	

#### ☐ Per Semester Billing

Tuition Fee	\$139,912.50
Misc/Admin Fee	\$35,000.00
Per Credit Rate	\$0.00
Payment Plan Fee/Interest	

#### Payment Plan Description

#### Payment Dates and Amount

Download Statement of Account

No financial data available.

You can click the balance of each line item for more details.

screenrec

# SELECTING A PAYMENT PLAN





# SELECTING A PAYMENT PLAN

Please click on the Financial Data tab below and select a Payment Plan for the 2021-2022 academic year tuition fee.

Alerts Bio Data **Financial Data** Registration

---

**2021-2022 Academic Year Tuition Billing**  
B.Ed in Education Full Time (Main Campus) - Aug 2021

Please ensure that you read and select the options that best suits you before clicking the Save button.

How will you be paying your tuition fee? ☐ For the Academic Year ☒ **Per Semester**

Will you be paying per credit? ☐ Yes ☒ **No**

Are you expecting funding from an institution/person? ☐ Yes

Please choose your preferred payment plan

Select Plan

Select Plan

**Semesterly Plan**

Enter your search term

The Misc/Admin Fee is due before or on your first payment date.

---

**Per Year Billing**

Tuition Fee	\$273,000.00
Misc/Admin Fee	\$45,000.00
Per Credit Rate	\$0.00
Payment Plan Fee/Interest	

**Per Semester Billing**

Tuition Fee	\$139,912.50
Misc/Admin Fee	\$35,000.00
Per Credit Rate	\$0.00
Payment Plan Fee/Interest	

---

**Payment Plan Description**

**Payment Dates and Amount**

---

[Download Statement of Account](#)

No financial data available.

You can click the balance of each line item for more details.

screen rec



# REGISTRATION

# REGISTRATION TAB

## Used for:

- ▶ Selecting Courses
- ▶ To Register & to Update Registration

**Instructions**  
Check the checkbox to the left of the course(s) you want to register for and/or uncheck the checkbox for the course(s) you want to drop then click the **Register/Update Registration** button below. [Click here to request a course visit or to challenge a course](#)

**N.B.** If you are not seeing the checkbox beside the course(s) or the **Register/Update Registration** button below, please review the **Alert** tab to verify that you have nothing outstanding that is preventing you from registering

**You are only allowed to register for 22 credits per semester**

COURSE ID	TITLE	CREDITS	DAY	START TIME	END TIME	ROOM	PROFESSOR
<input checked="" type="checkbox"/> 1A01000	Foundations of English Grammar I	3	Monday	08:00 AM	09:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01001	Foundations of English Grammar II	3	Monday	09:00 AM	10:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01002	Foundations of English Grammar III	3	Monday	10:00 AM	11:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01003	Foundations of English Grammar IV	3	Monday	11:00 AM	12:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01004	Foundations of English Grammar V	3	Monday	12:00 PM	01:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01005	Foundations of English Grammar VI	3	Monday	01:00 PM	02:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01006	Foundations of English Grammar VII	3	Monday	02:00 PM	03:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01007	Foundations of English Grammar VIII	3	Monday	03:00 PM	04:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01008	Foundations of English Grammar IX	3	Monday	04:00 PM	05:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01009	Foundations of English Grammar X	3	Monday	05:00 PM	06:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01010	Foundations of English Grammar XI	3	Monday	06:00 PM	07:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01011	Foundations of English Grammar XII	3	Monday	07:00 PM	08:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01012	Foundations of English Grammar XIII	3	Monday	08:00 PM	09:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01013	Foundations of English Grammar XIV	3	Monday	09:00 PM	10:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01014	Foundations of English Grammar XV	3	Monday	10:00 PM	11:00 PM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01015	Foundations of English Grammar XVI	3	Monday	11:00 PM	12:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01016	Foundations of English Grammar XVII	3	Monday	12:00 AM	01:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01017	Foundations of English Grammar XVIII	3	Monday	01:00 AM	02:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01018	Foundations of English Grammar XIX	3	Monday	02:00 AM	03:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01019	Foundations of English Grammar XX	3	Monday	03:00 AM	04:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01020	Foundations of English Grammar XXI	3	Monday	04:00 AM	05:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01021	Foundations of English Grammar XXII	3	Monday	05:00 AM	06:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01022	Foundations of English Grammar XXIII	3	Monday	06:00 AM	07:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01023	Foundations of English Grammar XXIV	3	Monday	07:00 AM	08:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01024	Foundations of English Grammar XXV	3	Monday	08:00 AM	09:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01025	Foundations of English Grammar XXVI	3	Monday	09:00 AM	10:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01026	Foundations of English Grammar XXVII	3	Monday	10:00 AM	11:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01027	Foundations of English Grammar XXVIII	3	Monday	11:00 AM	12:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01028	Foundations of English Grammar XXIX	3	Monday	12:00 AM	01:00 AM	ST-6	Shelaine McFadden-Jones
<input checked="" type="checkbox"/> 1A01029	Foundations of English Grammar XXX	3	Monday	01:00 AM	02:00 AM	ST-6	Shelaine McFadden-Jones

## YOU CANNOT REGISTER FOR COURSES UNTIL AFTER...

- ▶ You have selected a payment plan
- ▶ You have paid your fees according to the selected payment plan
- ▶ Your payment has been applied to your fees **OR** you have been given clearance to register by the accounts department
- ▶ Your medical has been processed by the nurse
- ▶ You have no stop orders outstanding

Alerts Bio Data Financial Data My Course **Registration**

**Instructions**  
Check the checkbox to the left of the course(s) you want to register for and/or uncheck the checkbox for the course(s) you want to drop then click the **Register/Update Registration** button below. Click here to request a course resit/repeat or to challenge a course

**N.B.** If you are not seeing the checkbox beside the course(s) or the **Register/Update Registration** button below, please review the **Alert** tab to verify that you have nothing outstanding that is preventing you from registering.  
**You are only allowed to register for 60 credits per semester**

Site/Campus: Main Campus

		Course Code	Course	Credits	Start Date	End Date	Day	Start Time	End Time	Room	Lecturer	Group
<input type="checkbox"/>	●	ED300PCB	Practicum 3	3	Jan 15, 2022	May 30, 2022	Monday	06:00 AM	08:01 AM	Computer Lab	Dinsford Bailey	N/A
<input checked="" type="checkbox"/>	●	PEA12SEB	Advanced Track and Field	3	Jan 15, 2022	May 30, 2022	Monday	08:05 AM	10:00 AM	No Room	Marlon Gayle	B
<input checked="" type="checkbox"/>	●	MT100GEB	Mathematics for Everyday Living	3	Jan 15, 2022	May 30, 2022	Monday	10:15 AM	12:00 PM	RW 301	Simone Uter-Walsh	B
<input checked="" type="checkbox"/>	●	PE316SEB	Sports Psychology	3	Jan 15, 2022	May 30, 2022	Tuesday	08:05 AM	10:00 AM	RW 212	Dwight Angus	B
<input checked="" type="checkbox"/>	●	ED300PCB	Practicum 3	3	Jan 15, 2022	May 30, 2022	Tuesday	10:15 AM	11:00 AM	Lecture Theatre	Dana-Mae Alexander	B
<input checked="" type="checkbox"/>	●	ED304PCB	Special Needs	2	Jan 15, 2022	May 30, 2022	Tuesday	01:00 PM	03:00 PM	RW 111	Paul Parke	B
<input checked="" type="checkbox"/>	●	PEA12SEB	Advanced Track and Field	3	Jan 15, 2022	May 30, 2022	Wednesday	08:05 AM	10:00 AM	No Room	Marlon Gayle	B
<input checked="" type="checkbox"/>	●	ED402PCB	Applied Research	2	Jan 15, 2022	May 30, 2022	Wednesday	10:15 AM	01:00 PM	Computer Lab	Jollette Russell	B
<input checked="" type="checkbox"/>	●	PE315SEB	Fitness Methods	3	Jan 15, 2022	May 30, 2022	Wednesday	02:00 PM	04:00 PM	RE 305	Michael Daley	B
<input type="checkbox"/>	●	SELB101	Elective - Karate	1	Jan 15, 2022	May 30, 2022	Thursday	08:05 AM	10:00 AM	No Room	Trevor Cooper	B
<input checked="" type="checkbox"/>	●	SELB102	Elective - Dance Aerobics	1	Jan 15, 2022	May 30, 2022	Thursday	08:05 AM	10:00 AM	No Room	Rene Walters	B
<input checked="" type="checkbox"/>	●	PE316SEB	Sports Psychology	3	Jan 15, 2022	May 30, 2022	Thursday	10:15 AM	11:00 AM	RW 110	Dwight Angus	B
<input checked="" type="checkbox"/>	●	ED304PCB	Special Needs	2	Jan 15, 2022	May 30, 2022	Thursday	12:00 PM	01:00 PM	RE 214	Paul Parke	B
<input checked="" type="checkbox"/>	●	PE315SEB	Fitness Methods	3	Jan 15, 2022	May 30, 2022	Friday	08:05 AM	10:00 AM	RW 111	Michael Daley	B
<input type="checkbox"/>	●	MT100GEB	Mathematics for Everyday Living	3	Jan 15, 2022	May 30, 2022	Friday	10:15 AM	12:00 PM	RW 312	Simone Uter-Walsh	B

For each course you are supposed to do, select all sessions for **one teacher** and **one group** unless advised otherwise by your Registry or the Vice Principal



Seen when  
registering for  
the first time

Register

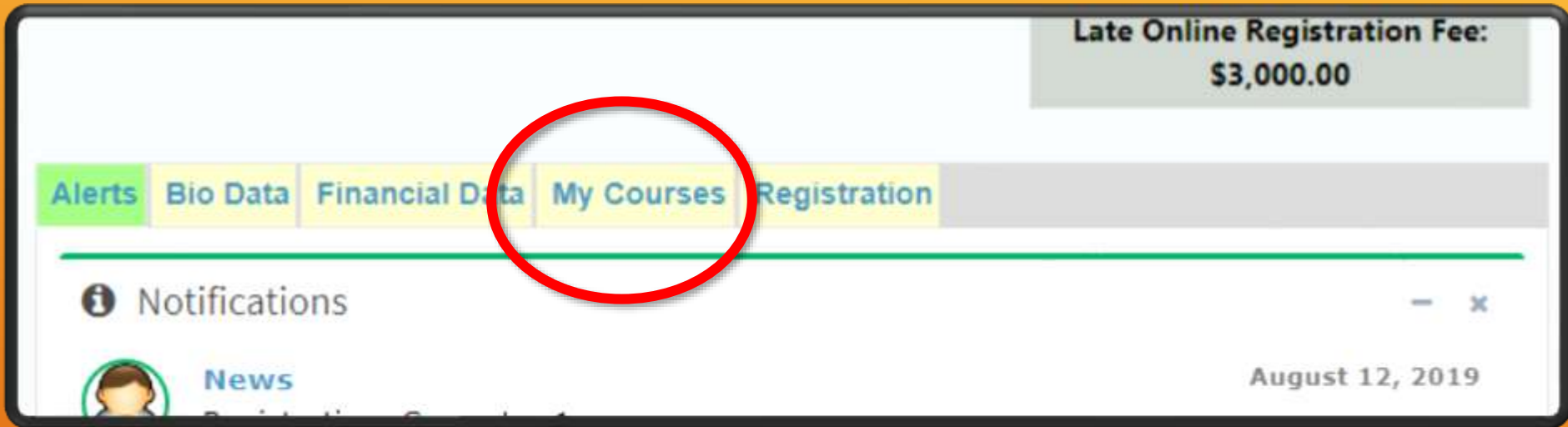
VS

Seen when  
changing  
registered  
courses

Update Registration

BE SURE TO REGISTER FOR AT  
LEAST ONE COURSE BEFORE  
THE LATE REGISTRATION  
PERIOD BEGINS





# MY COURSES

THE “MY COURSES” TAB WILL  
BECOME AVAILABLE AFTER  
REGISTERING FOR AT LEAST  
ONE COURSE

Several thin, white, parallel lines of varying lengths and angles are positioned in the lower right quadrant of the image, creating a sense of motion or a stylized graphic element.

# AM I REGISTERED?

You are currently registered for 9 course(s) totalling 21 credit(s).

Current Enrolled Courses								
Course Code	Course	Credits	Class Time	Day	Modality	Group	Lecturer	Room
PEA12SEB	Advanced Track and Field	3	08:05AM - 10:00AM	Monday	Blended	B	Marlon Gayle	No Room
MT100GEB	Mathematics for Everyday Living	3	10:15AM - 12:00PM	Monday	Blended	B	Simone Uter-Walsh	RW 301
PE316SEB	Sports Psychology	3	08:05AM - 10:00AM	Tuesday	Blended	B	Dwight Angus	RW 212
ED300PCB	Practicum 3	3	10:15AM - 11:00AM	Tuesday	Blended	B	Dana-Mae Alexander	Lecture Theatre
ED304PCB	Special Needs	2	1:00PM - 3:00PM	Tuesday	Blended	B	Paul Parke	RW 111
PEA12SEB	Advanced Track and Field	3	08:05AM - 10:00AM	Wednesday	Blended	B	Marlon Gayle	No Room
ED402PCB	Applied Research	2	10:15AM - 1:00PM	Wednesday	Blended	B	Jollette Russell	Computer Lab
PE315SEB	Fitness Methods	3	2:00PM - 4:00PM	Wednesday	Blended	B	Michael Daley	RE 305
SELB102	Elective - Dance Aerobics	1	08:05AM - 10:00AM	Thursday	Blended	B	Rene Walters	No Room
PE316SEB	Sports Psychology	3	10:15AM - 11:00AM	Thursday	Blended	B	Dwight Angus	RW 110
ED304PCB	Special Needs	2	12:00PM - 1:00PM	Thursday	Blended	B	Paul Parke	RE 214
PE315SEB	Fitness Methods	3	08:05AM - 10:00AM	Friday	Blended	B	Michael Daley	RW 111
MT100GEB	Mathematics for Everyday Living	3	10:15AM - 12:00PM	Friday	Blended	B	Simone Uter-Walsh	RW 212
SELB103	Elective - Table Tennis	1	2:00PM - 4:00PM	Friday	Blended	B	Morine Dawson	No Room

iSIMS will show you the number of courses and credits which you are currently registered for under the My Courses tab



# ACCESSING ONLINE COURSE CONTENT

G.C. Foster College learning Management SYSTEM - MOODLE

# WHILE LOGGED INTO YOUR ISIMS PROFILE, CLICK THE MOODLE BUTTON

**iSIMS** G.C. Foster College of Physical Education and Sport

**My Profile** View information and activities on your account

Current Programme: B.Ed in Education (Main Campus) - Aug 2021

**moodle**

Registration for 2021-2022 - Semester 2 is open  
Registration Period: Jan 22, 2022 to Mar 10, 2022  
Late Online Registration Fee: \$1,000.00

Please click on the Financial Data tab below and select a Payment Plan for the 2021-2022 academic year tuition fee.

**Alerts** Bio Data Financial Data My Courses Registration

**Notifications**

**News**  
Registration: 2021-2022 - Semester 2

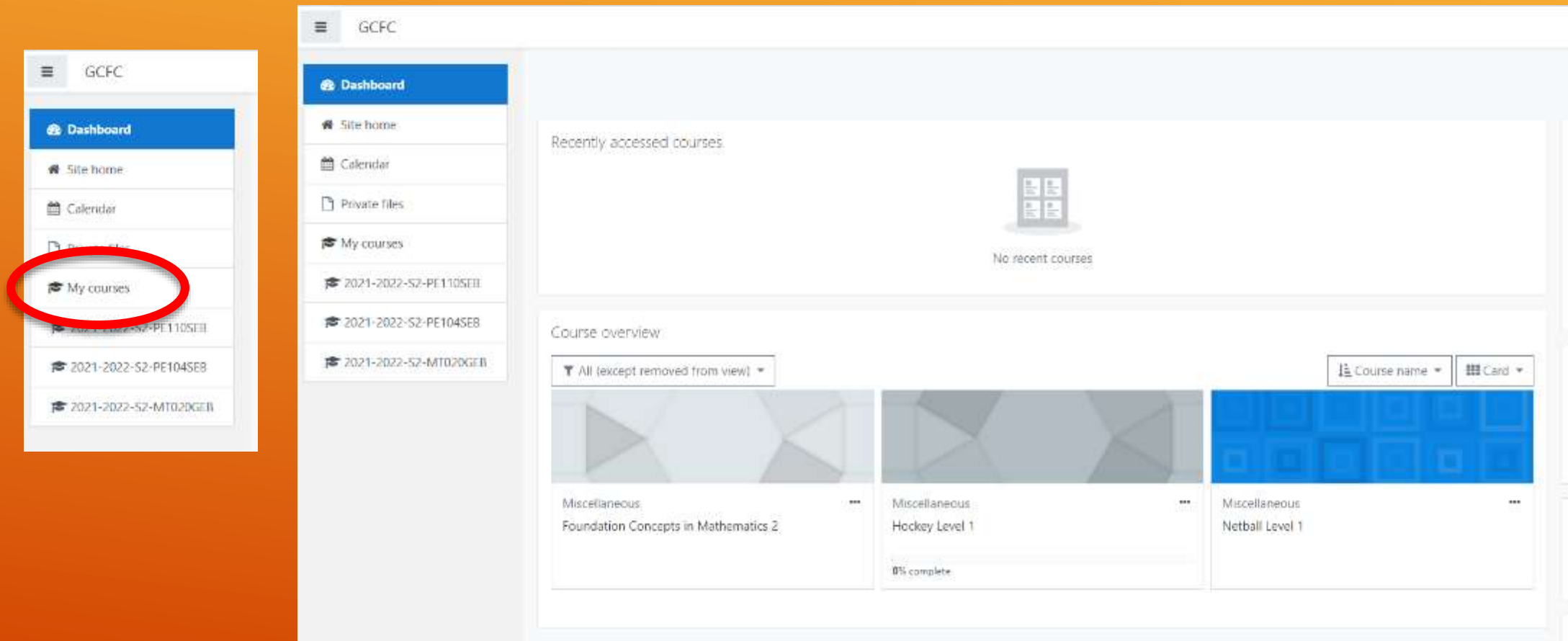
**College Calendar**  
No event to show at this time

**moodle**

Registration for 2021-2022 - Semester 2 is open  
Registration Period: Jan 22, 2022 to Mar 10, 2022  
Late Online Registration Fee: \$1,000.00

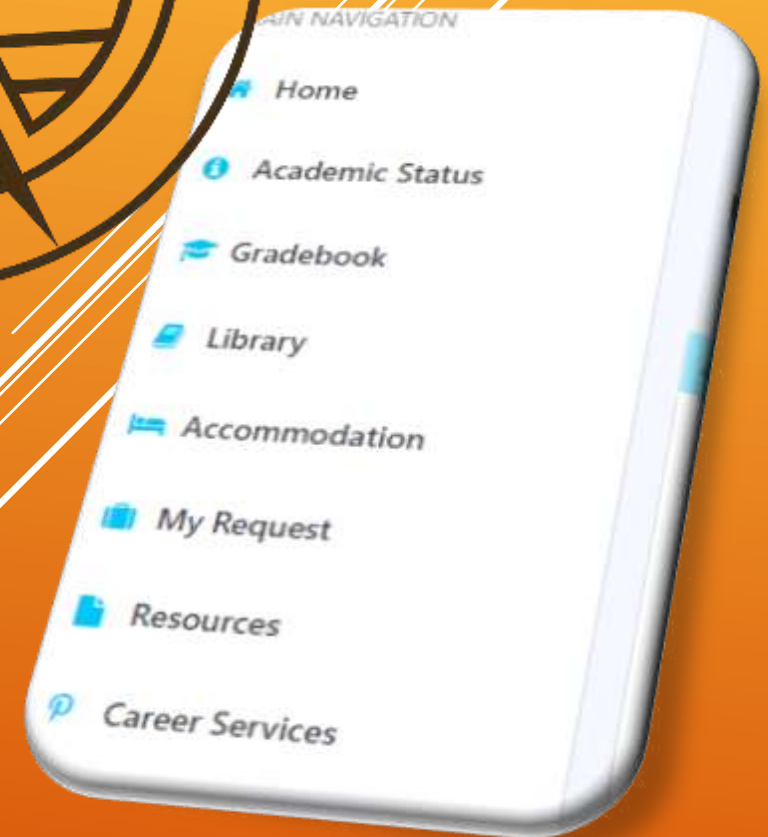
If someone is making a payment on your behalf, please give them your student ID number and the payment PIN below.

YOUR MOODLE HOME PAGE WILL SHOW YOUR CURRENT COURSES OR YOU MAY ACCESS YOUR COURSES FROM **MY COURSES** IN THE MENU ON THE LEFT OF THE PAGE





# ISIMS ADDITIONAL FEATURES



# THE ISIMS MENU

## MAIN NAVIGATION

- Home
- Academic Status
- Gradebook
- Library
- Accommodation
- My Request
- Resources
- Career Services
- My Courses
- Library Website



**iSIMS** G.C. Foster College of Physical Education and Sport

**My Profile** View information and activities for your account

Current Programme: B.Ed in Education Full Time (Main Campus) - Aug 2021

**moodle**  
Registration for 2021-2022 - Semester 2 is open  
Registration Period: Jan 22, 2022 to Mar 10, 2022  
Late Online Registration Fee: \$1,000.00

Please click on the Financial Data tab below and select a Payment Plan for the 2021-2022 academic year tuition fee.

**Alerts** Bio Data Financial Data My Courses Registration

**Notifications** January 22, 2022  
News  
Registration: 2021-2022 - Semester 2

**College Calendar**  
No event to show at this time

**View Grade Details**

**Online Payment**  
PAY ONLINE  
If someone is making a payment on your behalf, please give them your student ID number and the payment PIN below.

# ACADEMIC STATUS

## Notification

A total of **168** credits were attempted, **168** of which are calculated from ratified grades. **108** credits were earned and **18** lagging.

## Application History

Programme	Application Date
B.Ed. in Secondary Education Full Time (Main Campus) - Year 4	May 11, 2013

## Matriculation

Qualifications			
Subject	Exam Body	Grade	Year
Clothing & Textiles	Caribbean Examination Council OR Caribbean Seconda	2	2013
English A	Caribbean Examination Council OR Caribbean Seconda	2	2013
Home Economics Management	Caribbean Examination Council OR Caribbean Seconda	2	2013
Information Technology	Caribbean Examination Council OR Caribbean Seconda	2	2013
Integrated Science	Caribbean Examination Council OR Caribbean Seconda	2	2013

## Academic Advisor

Not Selected

## House & Clubs

**House** Not yet placed  
**Club** Not yet placed

[Manage](#)

## Attendance

Used to view various information on your status as a student:

- Application History
- Matriculation Grades
- Clubs and Houses etc



Used to see grades from previous  
(fully paid\*) semesters

Course Code	Course Name	Credits Attempted	Credits Earned	Grade	Quality Points	Total Qual. Points	Comments
<i>Academic Year: 2011-2012 - Semester 1</i>							
LA101GEB	Communication Skills 1	4	4	C+	2	8	
MT100SEB	Foundations Mathematics	3	3	A-	3.3	9.9	
SC200GEB	Health and Family Life Education	3	3	A	3.7	11.1	
SC130SEB	Introduction to Physics 1	3	3	A-	3.3	9.9	
MT101SEB	Measurement	3	3	A-	3.3	9.9	
ED101PCB	The Emerging Professional	3	3	B-	2.3	6.9	

GRADEBOOK

## Databases

Click the images below to access the required service. **Please disable popup blocker for this page or for the entire site**



Filter



All Categories

Search String

Search

Document Repository



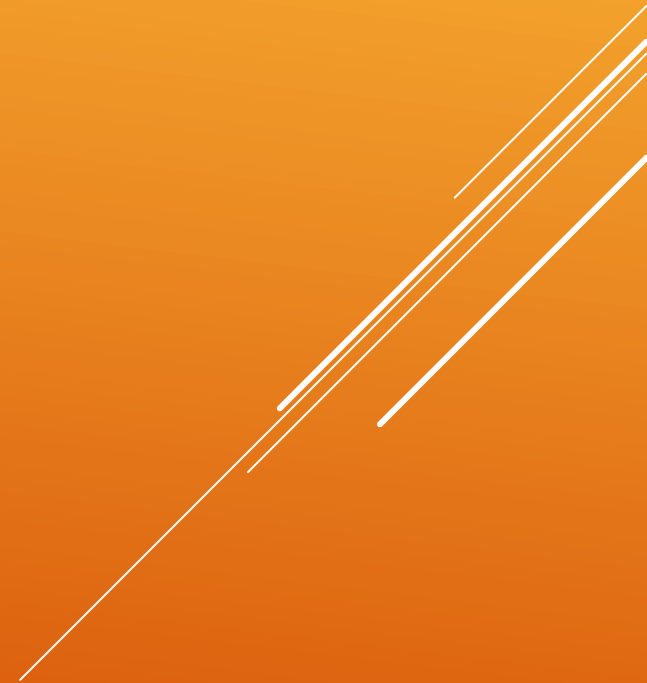
	ISBN/ISSN	Pickup Date	Duration	
--	-----------	-------------	----------	--

## Due items from the library

	Accession No.	Loan Date	Due Date	Loan By
--	---------------	-----------	----------	---------

# ACCOMMODATION

Used make requests for accommodation  
each semester or view current  
accommodation status



# RESOURCES

The screenshot displays the 'Student Resources' web application. On the left is a dark sidebar with a user profile icon and a list of navigation links: Home, Academic Status, Guidelines, Library, Accommodation, My Request, Resources, Career Services, My Courses, and Library Website. Below these links is a circular logo for 'THE UNIVERSITY OF COVENTRY'. The main content area has a header 'Student Resources' with a sub-link 'Resources'. Below the header is a search section with a 'Filter' dropdown, a 'Category' dropdown set to 'All Categories', a 'Search String' input field, and a 'Search' button. A 'Document Repository' section is located below the search area. On the right side, there is a 'Resources' panel with a list of documents: 'Blank Timetable.pdf', 'Student Medical Form.pdf' (with a description: 'This medical form is to be used by non-students to complete their medical'), and 'January 2022 Exam Timetable.pdf'. At the top right of the main area, a banner indicates the 'Current Programme: BEd in Education Full Time (Main Campus) - Aug 2021'. The footer contains copyright information: 'Copyright © 2011 - 2022 iTech Innovations Limited. All rights reserved.' and a series of links: 'Refund Policy | Online Payment Policy | Terms of Use | Privacy Policy | Contact | Version 3.1/525'. A 'screen rec' watermark is visible in the bottom right corner of the main content area.

# GCFC NETWORK ACCOUNT AND GCFC EMAIL

ACTIVE DIRECTORY & OFFICE 365



## Navigation

- [The IT Department](#)
- [About Your GCFC Electronic Accounts](#)
- [All About iSIMS](#)
- [GCFC Email & Network Accounts](#)

# NEW APPLICANTS – 2 ACCOUNTS 1 PASSWORD

## **Active Directory/Network Account**

(computer accounts/wifi  
accessibility)

- **ID Number  
(1920XXXXXX)**

## **Office 365 Account**

(college email)

- **19201XXXXXX@gcfc.edu.jm**

New applicants to the college will have a single password synchronized between the two accounts for access to the college's computer network as well as their GCFC Email (via Office 365)



# AN EXAMPLE OF A GCFC NETWORK ACCOUNT USERNAME AND TEMPORARY PASSWORD

Username: 1920XXXX0

Password: P@s\$word123

## 2 WAYS OF CHANGING AND SETTING YOUR PASSWORD

- Changing via a computer in one of the college labs

OR

- Changing anywhere, any time via the online  
password **Self Service** portal

# GCFC PASSWORD SELF SERVICE



WWW.GCFC.EDU.JM

From the college website click Self Password Reset



## G.C Foster College of Physical Education & Sport

APPLY  
NOW

COLLEGE  
PORTAL

LIBRARY  
OPAC

CHECK  
EMAIL

CONTACT  
US

[Home](#) [About Us](#) [Student Services](#) [Programmes](#) [Short Courses](#) [Library](#) [Media](#) [Sports](#) [Facilities](#) [News / Announcements](#) [Contact](#)

Forms

Accreditations

Announcements

Student Handbook

Transcript Request

Help Desk >

Live Chat

Self Password Reset

Submit a Ticket

education, News, Students

### GC Foster College Student Union 2021- 2022

GC Foster



Continue Reading



# GCFC PASSWORD SELF SERVICE


Use your ID number and the password provided to you

## Reset Password

Please enter your account name and then select your domain.

Username:

☐ I'm not a robot   
reCAPTCHA Privacy - Terms

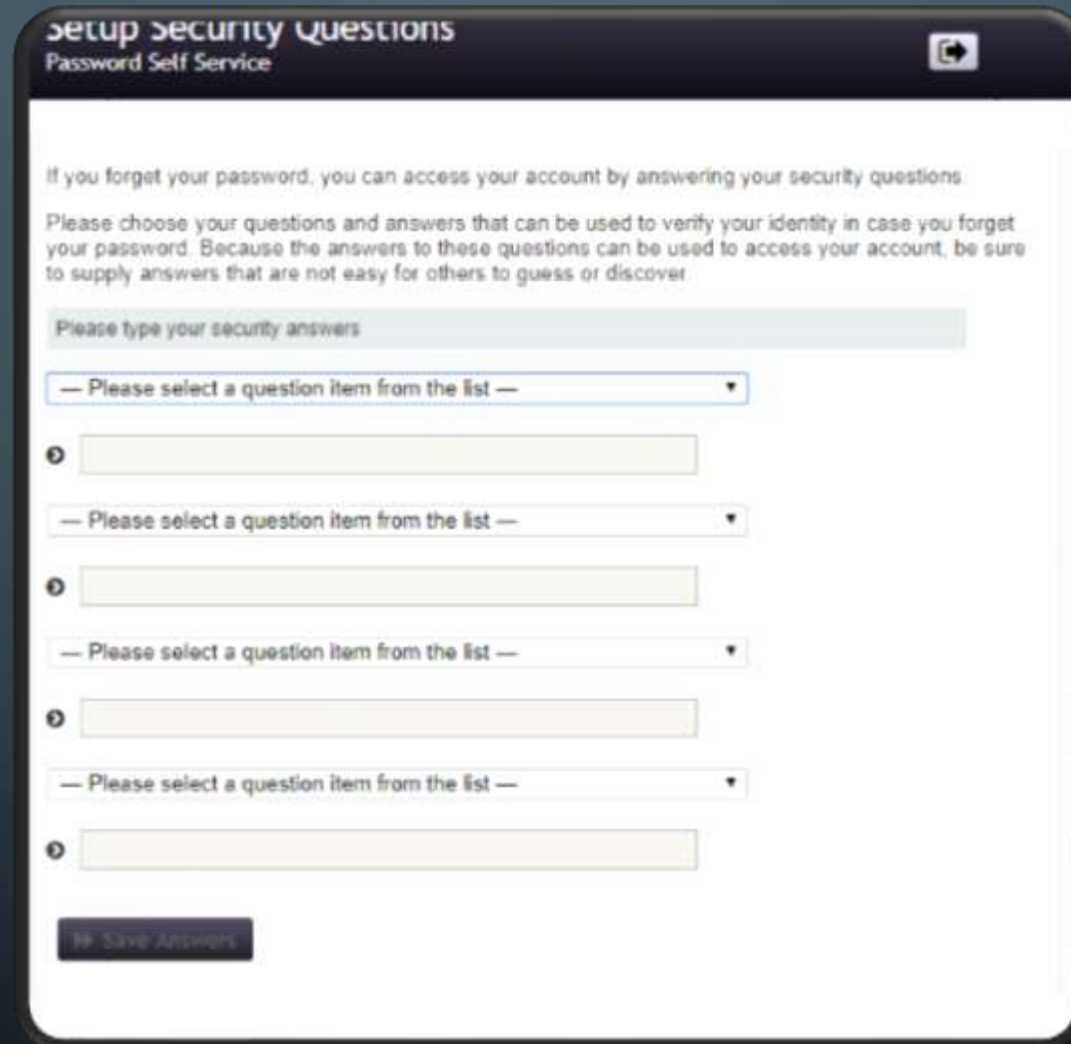
Next

Cancel



# CTC PASSWORD SELF SERVICE

Select 4 questions and provide (case/capitalization sensitive) answers to each



The screenshot shows a web interface titled "Setup Security Questions" with the subtitle "Password Self Service". It includes an instruction: "If you forget your password, you can access your account by answering your security questions. Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover." Below this is a section labeled "Please type your security answers" containing four rows. Each row consists of a dropdown menu with the placeholder text "— Please select a question item from the list —", an information icon (i), and a text input field. At the bottom of the form is a button labeled "Save Answers".

Setup Security Questions  
Password Self Service

If you forget your password, you can access your account by answering your security questions.  
Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list —

i

— Please select a question item from the list —

i

— Please select a question item from the list —

i

— Please select a question item from the list —

i

Save Answers



# CTC PASSWORD SELF SERVICE

Set your password based on the rules given on the same page

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 7 characters long.
- Must not include any of the following values: password test
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.

Please type your new password

New Password



Confirm Password

➔ Change Password

✕ Cancel



# PASSWORD RULES

*Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:*

- *Password is case sensitive.*
- *Must be at least 7 characters long.*
- *Must not include any of the following values: password test*
- *Must not include part of your name or user name.*
- *Must not include a common word or commonly used sequence of characters.*



THE PASSWORD YOU SET VIA SELF-SERVICE AND  
USING LAB COMPUTERS IS FOR YOUR “**ACTIVE  
DIRECTORY ACCOUNT**” OR “**NETWORK  
ACCOUNT**”



# ACTIVE DIRECTORY/NETWORK ACCOUNTS

- Created and made available as student applications are processed
- Use the same ID number but are **NOT** directly connected to iSIMS

ie. your password can be different for your Network Account and iSIMS and the passwords are not interchangeable




YOUR ACTIVE DIRECTORY/NETWORK ACCOUNT IS  
ALSO USED TO LOG INTO CTCWIFI



# GCFC EMAIL



The primary method of communication  
from faculty and administration to  
students as well as the account used  
with Microsoft Teams 

While on the college website [www.gcfc.edu.jm],  
click Check Email

**G.C Foster College of Physical Education & Sport**

APPLY NOW COLLEGE PORTAL LIBRARY OPAC **CHECK EMAIL** CONTACT US

Home About Us Student Services Programmes Short Courses Library Media Sports Facilities News / Announcements Contact

education, Sports

### A call to update research on sport in Jamaica

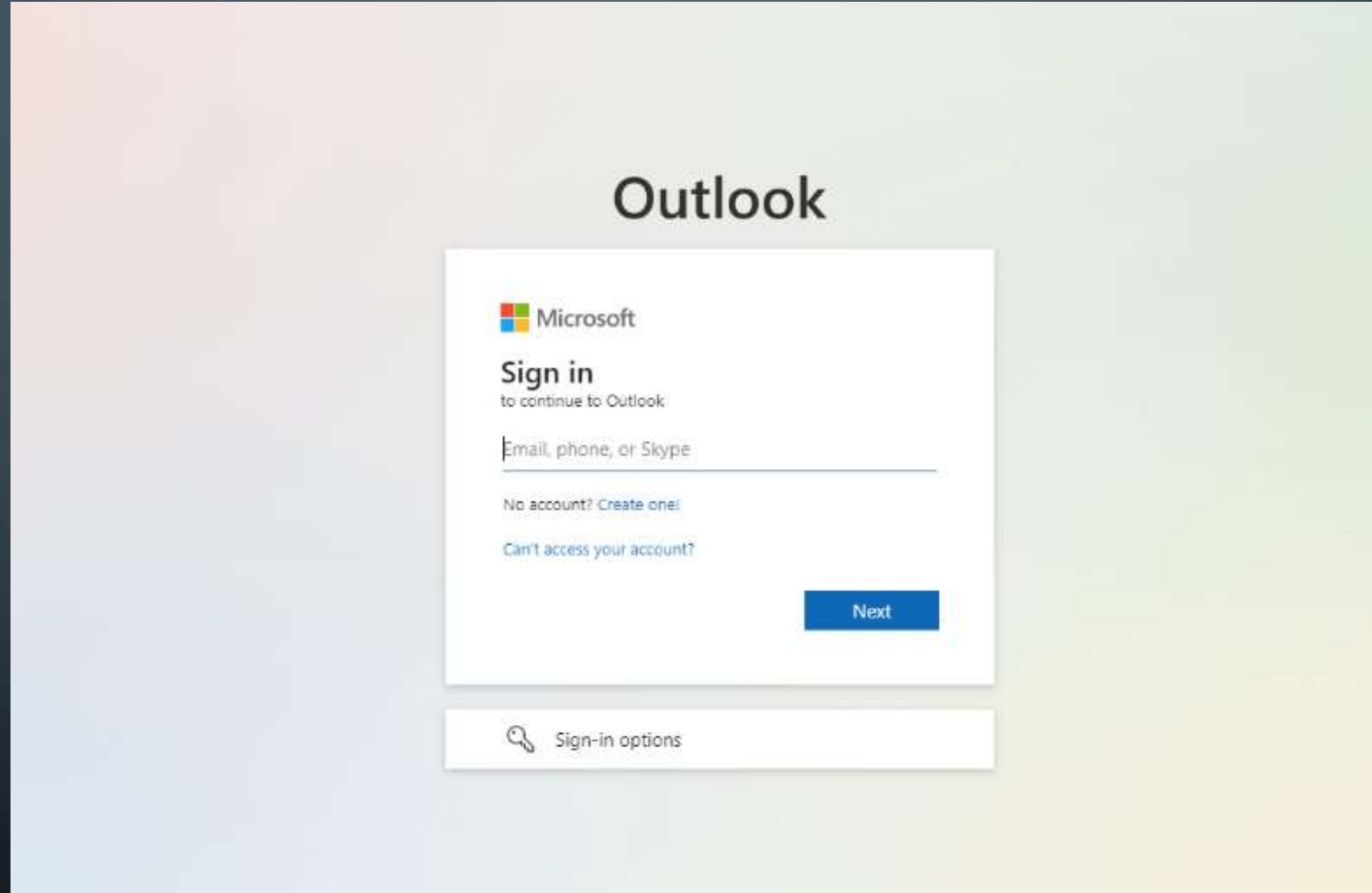
KINGSTON, Jamaica – Jamaica's sport industry is at an interesting turning point. Over the next four years leading up to World Cup Football 2026, there are a number of international competitions that Jamaica can qualify for and will participate in. The

Continue Reading

G.C. Foster College Facilities

GC Foster College Promotion

# THE EMAIL LOGIN PAGE



The screenshot shows the Outlook login interface. At the top, the word "Outlook" is displayed in a large, dark font. Below it, the Microsoft logo is followed by the text "Sign in to continue to Outlook". A text input field is labeled "Email, phone, or Skype". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom, there is a section titled "Sign-in options" with a key icon.

Outlook

Microsoft


**Sign in**  
to continue to Outlook

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next

 Sign-in options

# AN EXAMPLE OF A GCFC EMAIL ADDRESS AND A PASSWORD FOR NEW APPLICANTS

19201XXXXXX@gcfc.edu.jm

Based on your ID number

MyNewP@\$\$\$w0rd60

This is the password you set you set via the Self-Service page or a  
college computer

## RETURNING AND DEFERRED STUDENTS

- Will need to request an email password reset from a member of the IT staff
- Will receive their email address and a temporary password



# RETURNING AND DEFERRED STUDENTS

Email address format:

**firstname.lastname@ctc.edu.jm**

Email password format:

**Bup56789**



# RETURNING AND DEFERRED STUDENTS

A password must be created that is 8-16 characters long and must contain at least one upper case letter, one common letter and at least one number/symbol

The background is a dark blue gradient. In the corners, there are white line-art illustrations of circuit boards or neural networks, with lines connecting to small circles.

# LOGGING INTO GCFC EMAIL FOR THE FIRST TIME

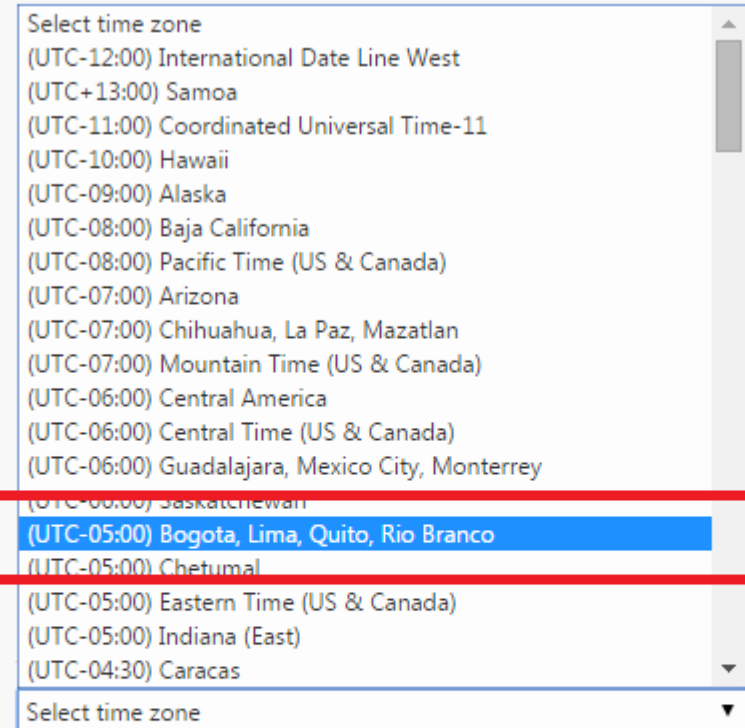
FOR ALL STUDENTS

AFTER SUCCESSFULLY ENTERING  
YOUR EMAIL ADDRESS AND  
PASSWORD, ON THE NEXT PAGE  
YOU SHOULD SELECT YOUR

LANGUAGE: (ENGLISH UK OR US)

AND

TIME ZONE: (-5:00 BOGOTA,  
LIMA, QUITO, RIO BRANCO)



Select time zone

- (UTC-12:00) International Date Line West
- (UTC+13:00) Samoa
- (UTC-11:00) Coordinated Universal Time-11
- (UTC-10:00) Hawaii
- (UTC-09:00) Alaska
- (UTC-08:00) Baja California
- (UTC-08:00) Pacific Time (US & Canada)
- (UTC-07:00) Arizona
- (UTC-07:00) Chihuahua, La Paz, Mazatlan
- (UTC-07:00) Mountain Time (US & Canada)
- (UTC-06:00) Central America
- (UTC-06:00) Central Time (US & Canada)
- (UTC-06:00) Guadalajara, Mexico City, Monterrey
- (UTC-06:00) Saskatchewan
- (UTC-05:00) Bogota, Lima, Quito, Rio Branco**
- (UTC-05:00) Chetumal
- (UTC-05:00) Eastern Time (US & Canada)
- (UTC-05:00) Indiana (East)
- (UTC-04:30) Caracas

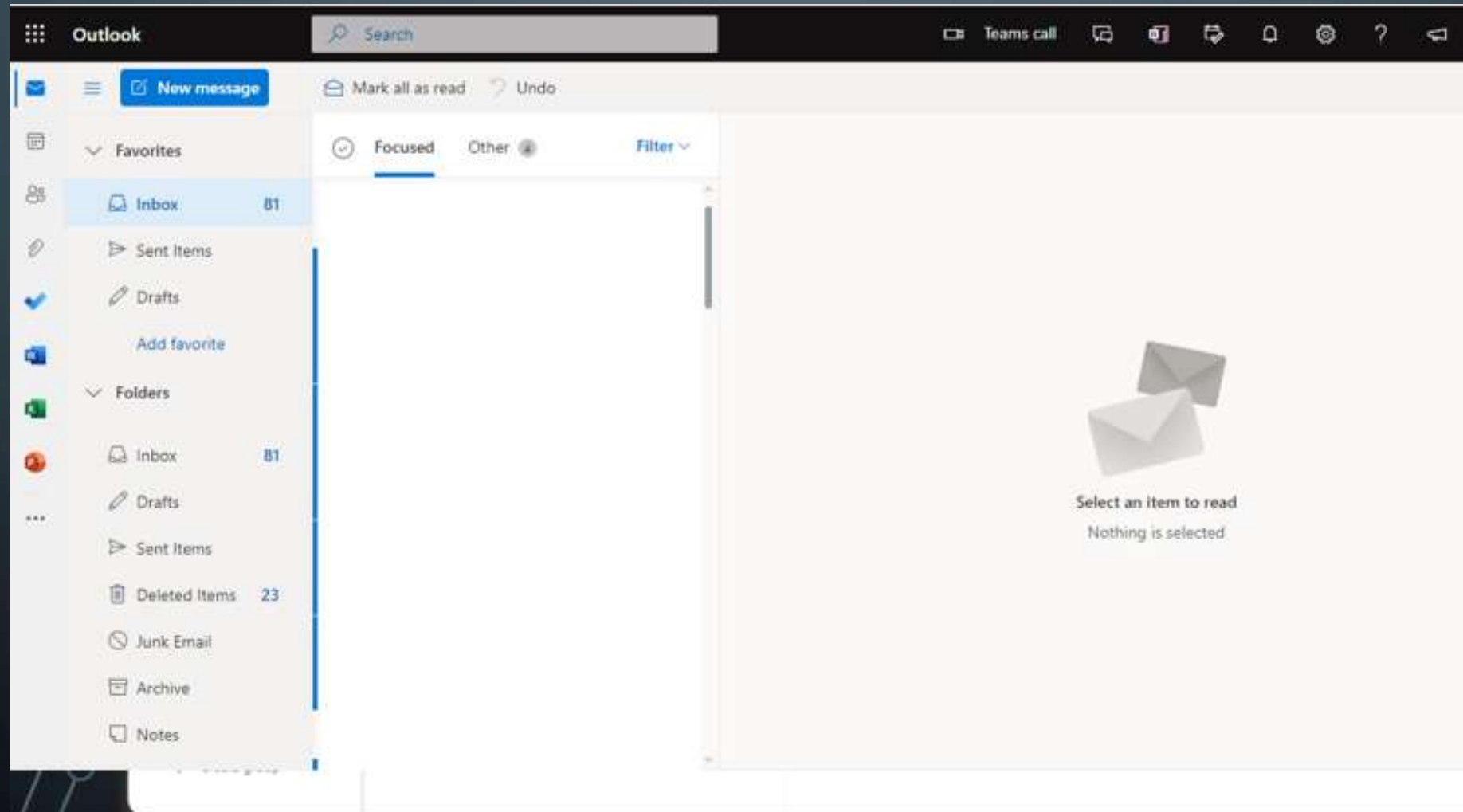
Select time zone

➔ Save

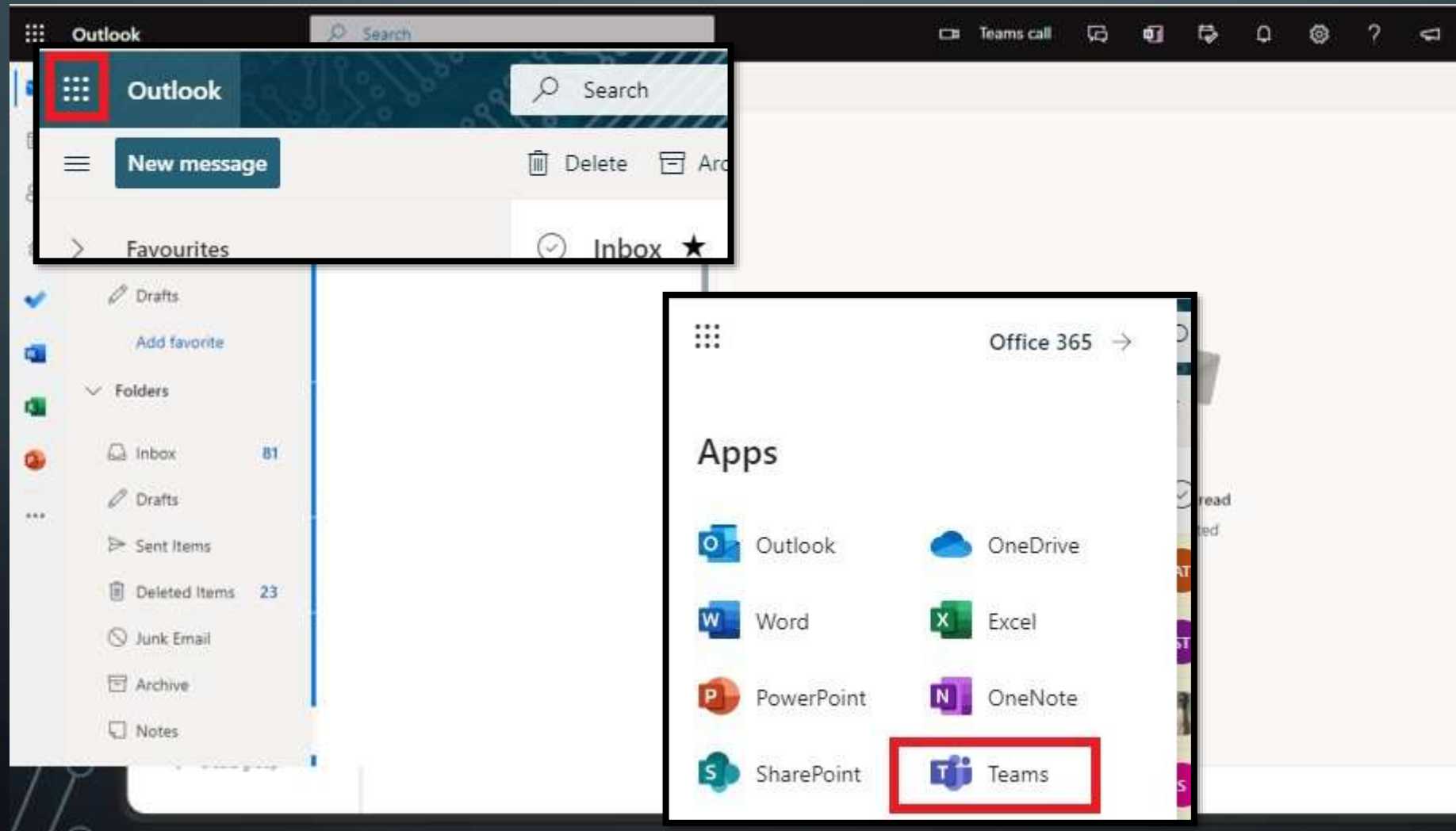
# ADDITIONAL OPTIONAL CUSTOMIZATION

- Theme – colours and design of your choice
- Signature – text you want added after every email

# FINALLY, YOUR INBOX:



# MICROSOFT TEAMS





# GET OFFICE 365 FOR FREE AS A STUDENT



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook

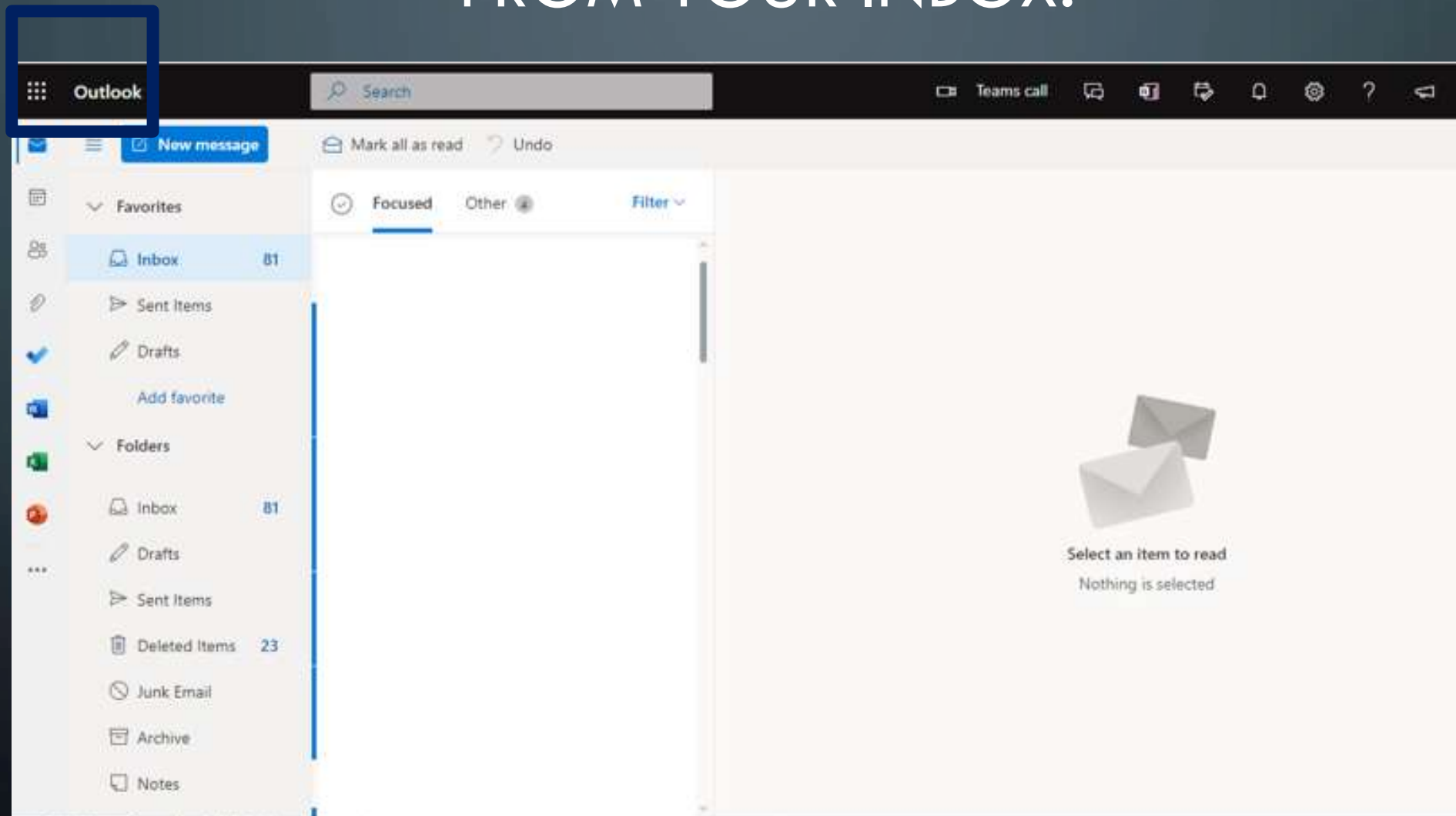


Skype for  
Business

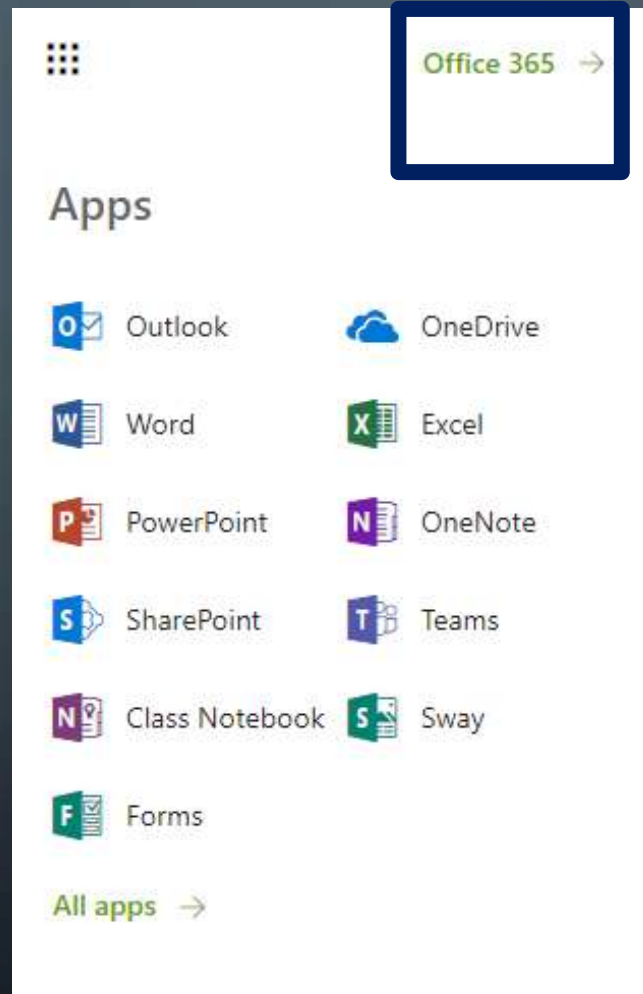


OneDrive  
for Business

# FROM YOUR INBOX:



# FROM YOUR INBOX:



# Good morning

## Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams

[Explore all your apps](#) →

## Documents

Recent

Pinned

Shared with me

Discover



Search apps, documents, people, and sites

Install Office apps ▾



Install software

Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

Notebook

OneDrive

Teams

↑ [Upload and open...](#)

New ▾



Good morning

Search online

OneNote

Planner

PowerApps

Office 2016


Other installs

Forms

Project


Feedback

Just a few more steps...




1 Click Run

Click the Setup file at the bottom of the screen.



2 Say "yes"

Click Yes to start installing.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365: [jermaine.headley@ctc.edu.jm](mailto:jermaine.headley@ctc.edu.jm).

Close

Need help installing?

The image features a dark blue gradient background. In the corners, there are decorative white line art elements resembling circuit boards or neural network connections, with small circles at the end of the lines.

[support@gcfc.edu.jm](mailto:support@gcfc.edu.jm)