



Business and
Social Science

Student G-mail Information



Business and Social Science Division
J249
1200 W. Algonquin Road
Palatine, IL 60067
847.925.6311

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.



Your Harper G-mail



When you enroll at Harper, you are automatically given a Harper College e-mail account — called “G-Mail” as it is via an agreement with Google. This G-mail is your “preferred” e-mail in the Harper Student Information System (SIS). It is the address we use for any notices that the College sends through the SIS, and it is the primary mode of communication between you and the Business and Social Science Division office. It is also the address used in the Blackboard system.

Establish your account!

It is important that you sign up for your G-mail account right away. You might already have G-mail from the Division office, your instructors, or other Harper offices waiting for your response. **You will be held accountable for all G-mail communication. Check it regularly!**

Locating Your Address

Once you sign in to the web based Student Information System, locate the “My Info” tab. On the Student Personal Information channel (far right section with a blue header), you can choose “View Harper E-mail Address.” Clicking on that link will display your individual G-Mail address.

Finding Your G-Mail

The G-Mail icon is located at the top of the Student Information System screen near the Help and Logout icons. Simply click on this G-Mail icon to read or compose your messages.

Forwarding to Another Address

If you prefer, you can set up an automatic forward for the Harper G-Mail account to forward your Harper G-mail to an alternate e-mail account. Just click on “G-Mail” in the upper right corner of the SIS screen, then choose “Settings.” Finally, click on “Forwarding” and follow the instructions.

Questions?

For technical assistance, call the Harper College Student Technical Support line at 847-925-6866.