

Get started using your MEID to access GMAIL and HRMS Peoplesoft

1. Contact IT to get your temporary password 602-285-7200
2. Go to Phoenix College website <http://www.phoenixcollege.edu/>
3. Go to top of main page and click on Employees
4. To reset your password go to PAT Tool
 - a. Location: Phoenix College
 - b. MEID
 - c. Password
 - d. Login
 - e. My Profile
 - f. New Password
 - g. Submit
 - h. Logout

Get started using GMAIL

1. Go to Phoenix College website <http://www.phoenixcollege.edu/>
2. Go to top of main page and click on Employees
3. To access our email go to GMAIL
 - a. Enter your MEID
 - b. Enter your password
 - c. Sign in

Get started using HRMS Peoplesoft

4. Go to Phoenix College website <http://www.phoenixcollege.edu/>
5. Go to top of main page and click on Employees
6. To access our Human Resources system go to HRMS Peoplesoft
 - a. Enter your MEID
 - b. Enter your password
 - c. Sign in

To approve an assignment:

- a. Main Menu
- b. MCCD Custom
- c. MCCD Payroll
- d. Use
- e. Job Hire Documents
- f. Enter your employee id number in the Empl ID box
- g. Go to the Document Status box and click on the 2nd arrow and select Pending Employee Approval
- h. Click Search
- i. Once the new page loads, click on approve in the lower right hand corner

To change your address, telephone number, email address or emergency contact:

- a. Main Menu
- b. Self Service
- c. Personal Information
- d. Click on appropriate area of the item you want to view or change

To view paycheck, direct deposit, W-4 or W-2:

- a. Main Menu
- b. Self Service
- c. Payroll and Compensation
- d. Click on appropriate area you want to view or change