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