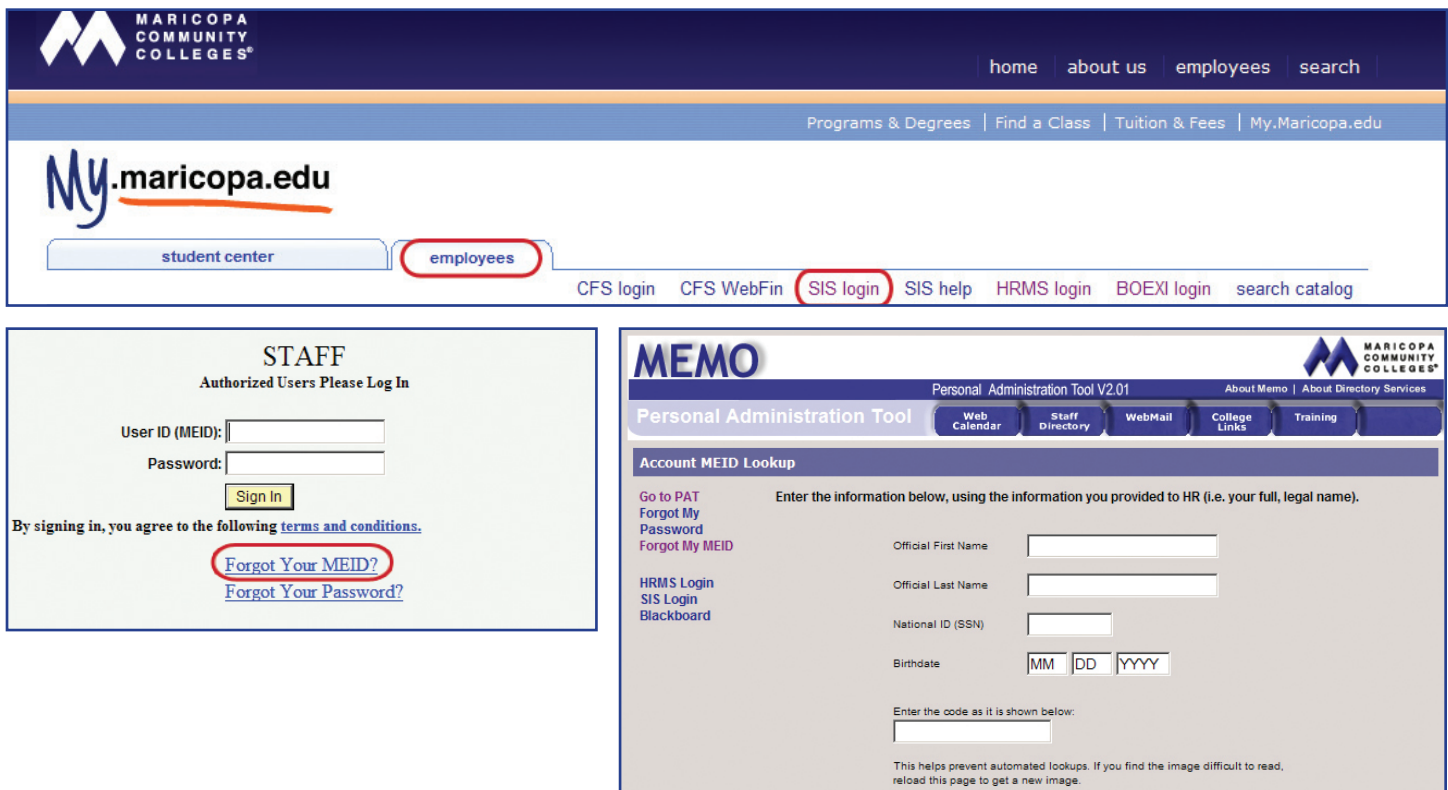


## Obtaining Your Maricopa Enterprise ID and Resetting Your Password

If you do not know your Maricopa Enterprise ID (MEID), you have forgotten your password, or your password has expired:

1. Navigate your browser to <http://my.maricopa.edu>
2. Click on the [employees](#) tab.
3. Click the [SIS login](#) link. (Make sure your pop-ups are enabled on your browser menu.)
4. Click the [Forgot Your MEID?](#) link and follow the instructions on the PAT tool, where you can also change your password.



The screenshot shows the Maricopa Community Colleges website. At the top, there is a navigation bar with links: home, about us, employees, search. Below this is a secondary navigation bar with links: Programs & Degrees, Find a Class, Tuition & Fees, My.Maricopa.edu. The main content area features the My.maricopa.edu logo and a navigation bar with tabs: student center, employees (highlighted), CFS login, CFS WebFin, SIS login (highlighted), SIS help, HRMS login, BOEXI login, search catalog. Below the navigation bar, there are two main sections. The left section is titled 'STAFF Authorized Users Please Log In' and contains a login form with fields for User ID (MEID) and Password, a Sign In button, and links for 'Forgot Your MEID?' and 'Forgot Your Password?'. The right section is titled 'MEMO Personal Administration Tool V2.01' and contains a 'Personal Administration Tool' section with tabs: Web Calendar, Staff Directory, WebMail, College Links, Training. Below this is an 'Account MEID Lookup' section with a form to enter personal information (Official First Name, Official Last Name, National ID (SSN), Birthdate) and a CAPTCHA. The form also includes links for 'Go to PAT', 'Forgot My Password', and 'Forgot My MEID'.

## Logging into SIS

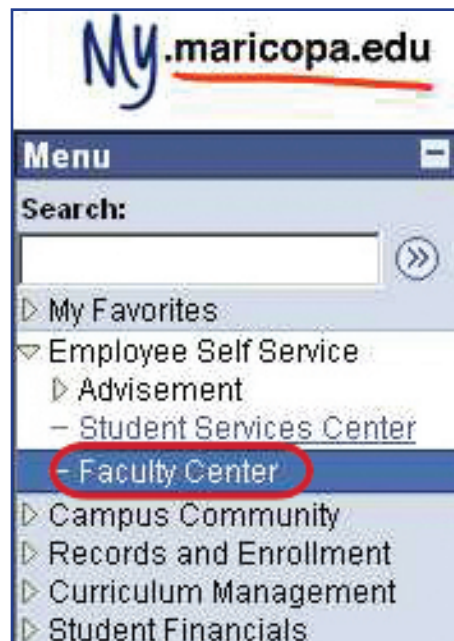
1. Navigate your browser to <http://my.maricopa.edu>
2. Click on the [employees](#) tab.
3. Click on the [SIS login](#) link.
4. In the **User ID:** textbox, enter your **MEID**.
5. In the **Password:** textbox, enter your **MEMO password**.
6. Click the [Sign In](#) button.

Note: If the message “Your account has been disabled” appears, you may not have completed the FERPA tutorial for PC. You can do so by navigating to [http://www.maricopa.edu/legal/ferpa/ferpa\\_tutorial/ferpatutorial.htm](http://www.maricopa.edu/legal/ferpa/ferpa_tutorial/ferpatutorial.htm) and follow the instructions. Be sure to select Phoenix College as your college and enter your full name and email address at the end of the process. Once you complete the tutorial, your account will be activated within two business days.

**If you get any other errors, and have verified your MEID and password,  
contact the Maricopa Help Desk at 1-888-994-4433.**

## Using the Faculty Center

1. From the menu at the left select [Employee Self Service](#).
2. Select [Faculty Center](#).
3. Make sure you are viewing the correct term and college. The system will display only those courses from a single term and a single college at one time. To change the term or the college: Click the [change term](#) button and choose a new combination of term and college
4. Click the Class Roster or Grade Roster button next to the desired course to view a roster.  
(See next pages.)



### Faculty Center

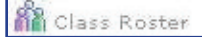

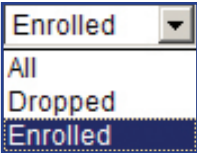

Spring 2010 | Phoenix College [change term](#)

☒ Show all classes
 ☐ Only classes with enrollment
 ☐ View My Weekly Schedule

[Class Roster](#)
[Grade Roster](#)
[Learning Management System](#)

My Teaching Schedule > Spring 2010 > Phoenix College						
	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	<a href="#">SBS 216-0001</a> <a href="#">LEC 32071</a>	Planning for a Small Business (Lecture)	12	Th 6:00PM - 9:00PM	PCDT104	Feb 28, 2010 - Apr 24, 2010

## Viewing and Downloading a Class Roster

1. Click on the [Class Roster](#) icon to access the Class Roster.   
The Class Roster will show a summary of your course information, and all students enrolled in the class. Withdrawn students, shown with a (Withdrawn) next to their names, are still considered to be enrolled in class. Note that a new Class Number (32071 in this example) has replaced the section number used in the legacy SIS. Student contact information is available via [My.Maricopa.edu](http://My.Maricopa.edu) as always.
2. To view Dropped students, open the drop down menu and select Dropped from the list, and click the  button. The new list will show only dropped students. 
3. To download a copy of the currently displayed roster in Excel, hold down the CTRL key on the keyboard (on PCs only) and click on the following download button  at the top of the roster. Follow the prompts for opening the file in Excel.

### Faculty Center

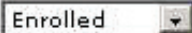
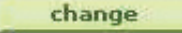
#### Class Roster

 [View FERPA Statement](#)

#### 32071 - SBS 216 - Planning for a Small Business

##### Class Roster Information

<b>Course</b>	SBS 216	<b>Institution</b>	Phoenix College
<b>Title</b>	Planning for a Small Business	<b>Term</b>	Spring 2010
<b>Class Number</b>	32071	<b>Session</b>	Dynamic Dated
<b>Class Section</b>	0001	<b>Career</b>	Credit
<b>Component</b>	Lecture		
<b>Day</b>	Thurs	<b>Instructor</b>	Greenquist,Patricia
<b>Time</b>	6:00PM 9:00PM		Jensen-Bobadilla,Don J
<b>Room</b>	PCDT104		

\*Enrollment Status  













Total Students 12 Enroll Capacity 22

Enrolled Students		Customize	Find	First 1-12 of 12 Last		
ID	Name	Grade Basis	Units	Program and Plan	Level	
1 31202542	<a href="#">Beresford, Jessica Arlene</a>	PZ	2.00	Degree and Cert Programs - Undeclared/ Trnsfr to Bachelor Degree Prg/ Associate in Science	Freshman	



## Submitting Final Grades (via the Grade Roster)

All final grades will now be submitted online using the Grade Roster in SIS. To submit final grades:

1. Access the Grade Roster by either
  - a. Clicking on the  button of the class roster page, or
  - b. Clicking on the Grade Roster icon from the Faculty Center
2. Click the  tab at the top of the grade roster. This will hide some of the additional information that is not necessary for grading, while displaying the Note field necessary for posting Incompletes.
3. Click the  drop down arrow under the Roster Grade column adjacent to the student you wish to grade.
4. Select the appropriate grade from the drop down menu, then follow the next steps as necessary:
  - a. **A, B, C, D and P grades:** No additional steps are required
  - b. **W or Y grades:**
    - i. Selecting W or Y open boxes for the student's last date of attendance and drop reason.
    - ii. Enter the last date of attendance for the student. You may click the  Choose a Date icon and pick the date from the pop-up calendar, or enter the date manually in the format mm/dd/yyyy.
    - iii. Enter the drop reason for the student. You may click the  Look up Drop Reason icon and pick the code from a list, or enter the code manually.
  - c. **F or Z Grades:**
    - i. Selecting F or Z opens a box for the student's last date of attendance. Enter the last date of attendance for the student. You may click the  Choose a Date icon and pick the date from the pop-up calendar, or enter the date manually in the format mm/dd/yyyy.
  - d. **I grades:**
    - i. A grade of I (Incomplete) requires an incomplete contract to be assigned to the student.
    - ii. Click the [Note](#) link to the right of the grade.
    - iii. Click  button on the Transcript Note page.
    - iv. On the student Incomplete Page, enter the Lapse Deadline and Lapse to Grade in the fields provided. You may use the  Choose a Date and  Look up Lapse to Grade icons for assistance, or fill them in manually. The Lapse to Grade will be assigned automatically on the Lapse Deadline if a grade has not been manually entered before the deadline.
    - v. Enter the details of the student contract into the the Comment field (You may want to consult with your department chair regarding this step, as each department may have different requirements.)
    - vi. Click the  OK button at the top of the Student Incomplete page, and then click the  OK button on the Transcript Note page.
5. Repeat steps 3 & 4 above for each additional student you wish to grade.
6. Double-check your work. If you need to remove or change a grade, simply click the appropriate drop down arrow and select the correct option from the drop down menu.
7. When you have completed entering all grades, click the  button at the bottom of the page.
8. Wait overnight for the posting process to complete. The next day you will see the student's grades are now fixed and no longer changeable. This is your confirmation that the grades have been posted.
9. If you did not enter a grade for any students, you can return to the grade roster to submit those grades. However, it is recommended that you submit all grades at one time.
10. Note: Once grades post overnight, you must complete a paper Grade Change form to correct any errors.