

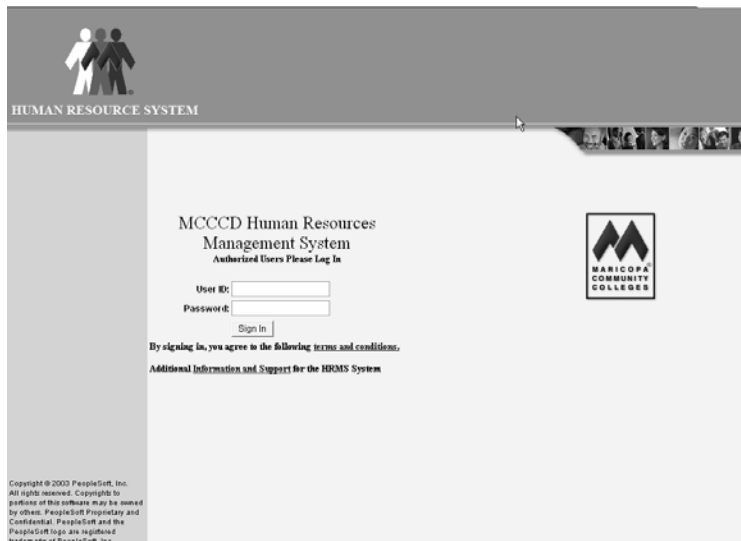
## Logging into the Human Resources Management System (HRMS)

The Human Resources Management System (HRMS) is the online application used to process employment transactions within the Maricopa County Community College District (MCCCD). The user id is your Enterprise ID and the Password is your MEMO password. Both fields are case sensitive. HRMS includes the following features:

- Employee Self-Service
- College Temporary Employee Hiring Process
- Request for Personnel Services (RPS)
- e-Recruit
- Special Services Contract
- Work-Study Contract
- Time and Labor

### Steps to Log in to HRMS

1. Start Internet Explorer.
2. In the Address field, enter <http://www.maricopa.edu/hrms>.
3. At the login screen, enter your Enterprise ID in the username field.



4. Enter your MEMO password in the password field.
5. Click the Sign In button.
6. At the Universal Navigation Header, click on the Sign Out link in the upper right hand corner to exit the system.
  - It is recommended that you Sign Out before closing your browser.

