

SIS Faculty Account Checklist

Faculty will use the Maricopa Student Information System (SIS) to view and print class rosters and also to submit Final Grades online. This document has been created to assist you with a checklist of steps you should follow for setting up access to your (SIS) Faculty Account.

Steps should be completed in following order:

- 1 Complete and submit the New Hire Packet to the Human Resources Office, KSC-232.
- 2 Return to the Human Resources Office (allow 24-48 hours for processing of your New Hire Packet). Pick up the New Employee Verification form and take it to College Security so you can get your Staff ID card.
- 3 Complete the online FERPA Tutorial at <http://www.maricopa.edu/legal/ferpa/>
This tutorial is a learning tool designed to provide you with an understanding of the confidentiality protections that federal law affords the records that colleges maintain about their students.
- 4 After completing the FERPA Tutorial, make note of the Certificate #. Send an email to stella.napoles@pvmail.maricopa.edu telling her you have completed the FERPA tutorial and include the Certificate #. **Allow 24 hours for processing of your SIS account before proceeding to step 5.**
- 5 Look up your Maricopa Enterprise ID (MEID) and set a Password (instructions attached). You will use your MEID to login to the SIS system.
- 6 Go to <http://my.maricopa.edu> to log into the SIS system. Instructions are attached on how to view your roster and enter grades online.
- 7 A college email account has also been set up for you. Your email address will be your firstname.lastname@pvmail.maricopa.edu (EX: mary.jones@pvmail.maricopa.edu). Please refer to the attached instructions for using Webmail to access your pvmail account.

Need HELP?

PVCC SIS HelpDesk: 602-787-7780

24 X 7 Help line: 1-888-994-4433

SIS Training Guides: <http://www.pvc.maricopa.edu/nss/trainingguides.html>