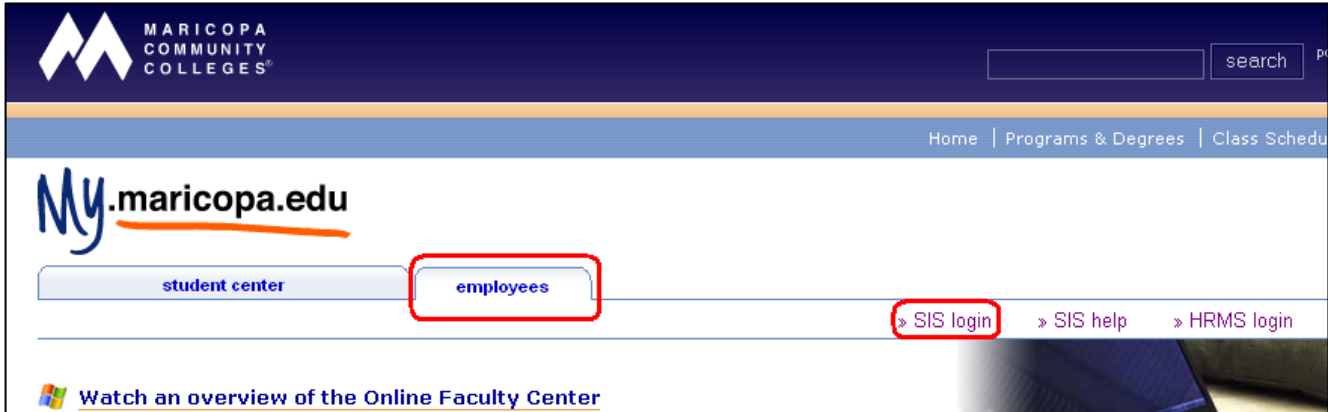


Obtaining Your Maricopa Enterprise ID and Resetting Your Password

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.)
(If you need help with pop-up settings, please call Technology Support Services at 461-7217.)
4. Click the [Forgot Your MEID?](#) link and follow the instructions on the PAT tool, where you can also change your password.



STAFF
Authorized Users Please Log In

User ID:

Password:

By signing in, you agree to the following [terms and conditions](#).

[Forgot Your MEID?](#)
[Forgot Your Password?](#)

MEMO MARICOPA COMMUNITY COLLEGES

Personal Administration Tool V2.01

Personal Administration Tool

Account MEID Lookup

Enter the information below, using the information you provided to HR (i.e. your full, legal name).

Official First Name:

Official Last Name:

Last four digits of National ID (SSN):

Birthdate: MM DD YYYY

Enter the code as it is shown below:

This helps prevent automated lookups. If you find the image difficult to read, reload this page to get a new image.

[reload image](#)



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 MCC. You can do so by navigating to http://www.maricopa.edu/legal/ferpa/ferpa_tutorial/ferpatutorial.htm and following the instructions. Be sure to select Mesa 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 2008 | Mesa Community 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 2008 > Mesa Community College

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
  CIS 105-0098 L+L 17441	Survey Computer Info Systems (Lecture & Lab)	10	Sa 8:30AM - 12:30PM	BA 1W	Jan 12, 2008- Mar 1, 2008

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 (Withdrawn) next to their names, are still considered to be enrolled in the class. Note that a new Class Number (17441 in this example) has replaced the section number used in the legacy SIS. Student contact information is available via MyMCC as always.
2. To view Dropped students, click the Enrollment Status drop down arrow, select Dropped from the list, and click the change button. The new list will show only dropped students.
3. To download a copy of the currently displayed roster into Excel, hold down the CTRL key on the keyboard (on PCs only) and click on the Download button at the top of the roster. Follow the prompts for opening the file in Excel.

Faculty Center

Class Roster [View FERPA Statement](#)

17441 - CIS 105 - Survey Computer Info Systems

Class Roster Information

Course	CIS 105	Institution	Mesa Community College
Title	Survey Computer Info Systems	Term	Spring 2008
Class Number	17441	Session	Dynamic Dated
Class Section	0098	Career	Credit
Component	Lecture & Lab		

Day	Sat	Instructor	Gerlock, Stephen
Time	8:30AM 12:30PM		
Room	BA 1W		

*Enrollment Status

Total Students 20 Enroll Capacity 22

Enrolled Students Customize | Find | First 1-20 of 20 Last

ID	Name	Grade Basis	Units	Program and Plan	Level
1 12345678	Smith, John (Withdrawn)	Graded	0.00	Degree and Cert Programs - Associate in General Studies	Sophomore
2 87654321	Smith, Mary	Graded	3.00	Degree and Cert Programs - Undeclared/ Trnsfr to Bachelor Degree	Freshman

*Enrollment Status

Total Students 20 Enroll Capacity 22





Customize | Find |

Grade Basis	Units	Progr
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Withdrawing Students during the Semester (via the Grade Roster)

The process for withdrawing students in SIS is different from Legacy SIS. You will now use the grade roster to withdraw students by assigning a W or Y as their official roster grade. You can perform this task any day during the semester. Overnight, the system will post the withdrawal and you will be able to see that the official grade of W or Y is fixed and you can no longer change it.

To withdraw a student:

- Access the Grade Roster by either
 - clicking on the **GRADE ROSTER** Grade Roster button at the bottom of the class roster page, or
 - clicking on the  Grade Roster icon from the Faculty Center.
- To make viewing and entering grades (including W and Y) easier, click the **Transcript Note** Transcript Note tab at the top of the grade roster. This will hide some of the additional information that is not necessary for grading.
- Click the  drop down arrow under the Roster Grade column adjacent to the student you wish to withdraw.
- Select W or Y from the drop down menu. This will open boxes for the student's last date of attendance and drop reason.
- 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.
- 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.
- Repeat steps 3 through 6 above for each additional student you wish to withdraw.
- Double-check your work. If you need to remove a W or Y grade, simply click the appropriate drop down arrow and select the blank option (the topmost choice) from the drop down menu.
- When you have completed entering all withdrawal information, click the **SAVE** Save button at the bottom.
- Wait overnight for the posting process to complete. The next day you will see that the withdrawn students' grades, last date of attendance and drop reason are now fixed and no longer changeable. This is your confirmation that the students have been withdrawn. You will also see (Withdrawn) next to their names on the class roster (see previous page).
- You can return to the grade roster at anytime to withdraw additional students throughout the semester.
- Note: Once a withdraw posts overnight, you must complete a paper Drop/Add slip to correct any errors.

Grade Roster [View FERPA Statement](#)

CIS 105 - 0098 Survey Computer Info Systems

Lecture & Lab (17441)


Spring 2008 | Dynamic Dated | Mesa Community College | Credit


Meeting Information




Days & Times	Room	Instructor	Meeting Dates
Sa 8:30AM - 12:30PM	BA 1W	Stephen Gerlock	1/12/2008 - 3/1/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed


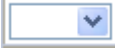





Find | 

Student Grade Transcript Note 

ID	Last Date of Attendance	Drop Reason	Name	Roster Grade	Note
1 33338836	01/22/2008	43	Smith, John (Withdrawn)	W	Note
2 31599853	<input type="text"/> 	<input type="text"/> 	Smith, Mary	W 	Note

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 **GRADE ROSTER** Grade Roster button at the bottom of the class roster page, or
 - b. clicking on the  Grade Roster icon from the Faculty Center.
2. Click the **Transcript Note** Transcript Note 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 opened 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 opened 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 the **INCOMPLETE DETAIL** Incomplete Detail 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 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** OK button at the bottom of the Student Incomplete page, and then click the **OK** OK button on the Transcript Note page.
5. Repeat steps 3 and 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 **SAVE** Save button at the bottom of the page.
8. Wait overnight for the posting process to complete. The next day you will see that the students' 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.