



MARICOPA COMMUNITY COLLEGES

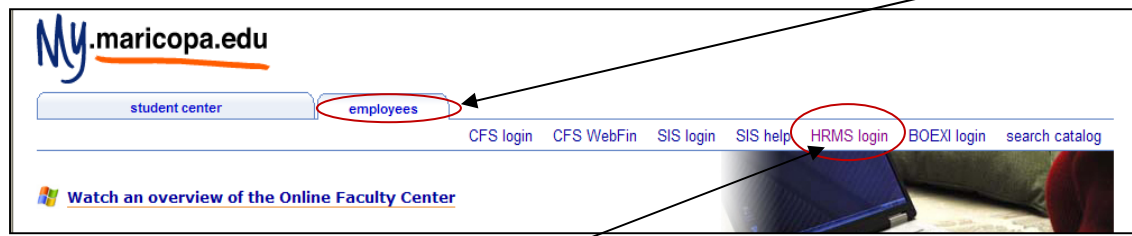
Employee Self Service

Changing Your Personal Information

You can view and update your Personal Information online. To view or update your address, Phone Numbers, Emergency Contacts or Email Address. Log on to HRMS.

Steps to Log in to HRMS

1. Start Internet Explorer.
2. In the Address field, enter <http://my.maricopa.edu> and then click on the Employees tab.



3. At the Employees tab, select the HRMS login link. If a security warning dialog box displays, click OK.
4. At the Human Resources Management System login screen, in the User ID Field, enter your Enterprise ID.

MCCC Human Resources Management System
Authorized Users Please Log In

User ID (MEID):

Password:

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

Additional [Information and Support](#) for the HRMS System

[Forgot your MEID?](#)

[Forgot your Password?](#)

5. Enter the Password field, enter your MEID password.
6. Click the Sign In Button.



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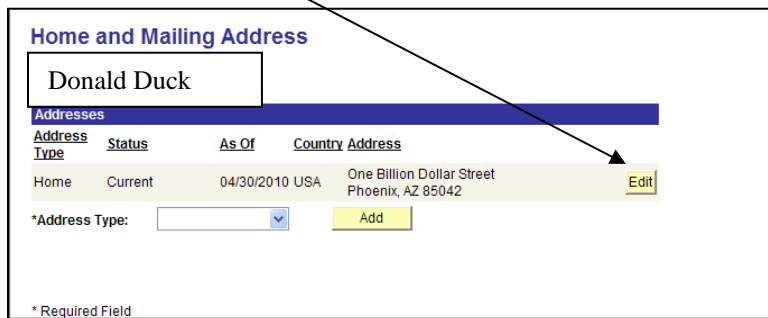
Changing Your Personal Information

Steps to Change Personal Information (Address Change)

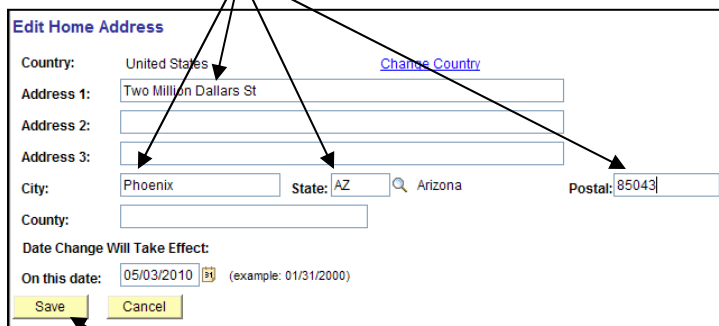
1. From the Navigation Menu, select the path Self-Service>>Personal Information>>Home and Mailing Address



2. Select Edit button



3. Enter new address



4. Click on Save button

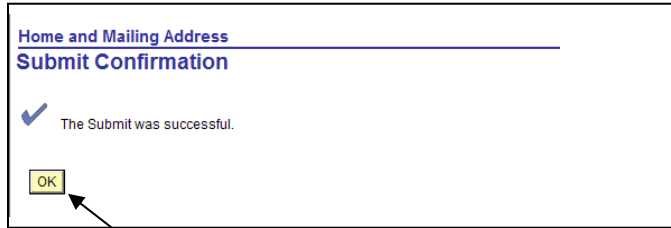
- Once your change has been saved, the Submit Confirmation page will display.



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Changing Your Personal Information



5. Click on OK button

- The Submit Confirmation page will generate an email to the employee that the change has been submitted for approval.
- Once the OK button has been selected, the Home and Mailing Address page will display

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	04/30/2010	USA	One Billion Dollar Street Phoenix, AZ 85042
Home	Submitted for Approval	05/03/2010	USA	Two Million Dallars St Phoenix, AZ 85043

*Address Type:

* Required Field

Steps to log Out of HRMS

1. At the top right corner, click the Sign Out link.
2. Click the red X to exit Internet Explorer.