

Faculty and Staff

Welcome to Estrella Mountain! As a new employee, you need to know how to utilize our technology systems. Please read through these instructions and if you have any questions, feel free to contact the Help Desk at 58999 or 623-935-8999 from off campus.

Adjunct Faculty Members, please contact the Adjunct Faculty office for your account information at 623-935-8139.

To access computers on campus:

Windows Log In (Active Directory) & Exchange E-Mail

Username: lastname (doe or doej)

E-mail Address: Jon.Doe@estrellamountain.edu

Password: Nothing04

Estrella Exchange users can access your e-mail remotely from any Internet connected computer by going to <http://mail.estrellamountain.edu> and logging in using your Windows Active Directory username and password. You can also find the link by going to the EMCC Homepage, clicking on employees/EMCC Web based mail and click on OUTLOOK Web Access. Your username and password are the same as your Active Directory.

Note: MEMO email has already been forwarded to Exchange mailbox

To access HRMS / Blackboard / SIS

MEID: XYZXY12345 ← Sample

Password: Nothing04

The initial MEID/SIS/Blackboard password is temporary and will expire 45 days from the day of account creation. Due to security reasons we encourage you to change it using the PAT Tool at www.estrellamountain.edu/home/patadmin.asp. This page also

contains links to find your MEID and password in case you forgot them. Two options are available: "Forgot MEID" and "Forgot Password".

What is "PAT?"

PAT is the Personal Administration Tool. It is primarily used to find your MEID and to change your Enterprise Password. Your MEID is your username when you access district systems. You will need to use your **MEID** for any sign-on system such as HRMS, Blackboard and SIS.

What is "network storage space?"

Network storage space is like having your own hard drive also referred to as "Z" drive as soon as you log into our network. This can be used to store your course materials and, an added advantage is, our servers are backed up preserving your data. *Access to your storage space and our network is only available on our campus. In the near future, look for changes to include a shortcut to the desktop called "Network Share".*

How to find your network storage space:

Your storage space will be a mapped to drive "**lastname on Storage**" upon login from any networked Windows computer on campus. This means you will see it when you click on My Computer; it will look just like another drive

What is Blackboard?

Blackboard is an online course management system to host course materials. For course building assistance or training, please contact the CTL at 623-935-8152.

To access Blackboard:

From an Internet connected computer, go to <http://www.maricopa.edu/blackboard/>. Log in using your MEID and Enterprise password. See above to find your MEID.

Where do I get help with SIS?

If you are having difficulty accessing the Student Information System, it could be that you do not have the proper security. For assistance, please send an e-mail to dl-emc-sis-security or put in a help desk ticket on <https://helpdesk.riosalado.edu/desk/default.asp> on the my.maricopa.edu (SIS) Employee Help link. All employees must complete the FERPA tutorial at

http://www.maricopa.edu/legal/ferpa/ferpa_tutorial/ferpatutorial.htm and complete the appropriate security statement before faculty and staff access will be granted. If you have questions or a need for training, please contact Lauren Shellenbarger at 623-935-8808.

Wireless Access at EMCC

In most areas of the campus, we have 802.11 a/b/g wireless network access. (Bluetooth devices will not work). This includes the patio areas. This means that if you own a device (such as a laptop or PDA) that has an 802.11a/b/g card in it, you can access our network. In order to use the device with our network, you must first register your device with us at:

<https://www.estrellamountain.edu/it/deviceregistration.asp>

If your Classroom has a Macintosh Computer

To turn on an iMac find the power button located on the **back left side** of the computer.

Faculty Login uses the following:

Username: faculty

Password: [blank]

Student Login uses the following:

Username: student

Password: [blank]

To access Server Storage

Click anywhere on the desktop, press the **Apple Key** and the “K” key

Server Address: **smb://storage/staff/windows username/**

Press **connect**, under name enter your **windows username**, the password will be your **windows password**

Do not check remember password!

Logging on to Voice Mail (for full time faculty and staff only)

New full-time employees receive a voice mailbox account. This voice mailbox must be initialized prior to use. The following bullet refer to how to listen to messages.

- From your desk phone, dial 18866 and enter your password. Password and account should be requested from your Division Chair or Supervisor.
- From any other phone on campus, dial 18866 and press the * key. (Doing this allows you to leave a message, the # asks for your extension).
 - Enter your Mailbox number (your phone number's last five digits).
 - Enter your password.
- From off campus, dial 480-731-8866, and enter the # key.
 - Enter your mailbox number.
 - Enter your password.

How to set up your phone to voicemail.

- To set your phone to forward into voice mail when either on a call (busy), or not available, or just to forward all calls, set the following options:
 1. Press the speaker button
 2. Press round button underneath FWD-ALL (to forward **all** calls in voice mail)
 3. Dial 18866 (“**Forward Set**” will be displayed to confirm your changes) and the button will light up **red**.
 4. Repeat these steps for either of the buttons you wish to activate, FWD-BY or FWD-NA
 5. To cancel a forward, press the speaker button, then press the corresponding lit button, and a message will display, “**Forward Cancel**” and the light will shut off.

Help Desk 623-935-8999

<http://helpdesk.maricopa.edu>

IT Website:

<http://www.estrellamountain.edu/it/>

Created by: EMCC Help Desk

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