How to find Online Services for PDCCC (to fill in timesheet)

1. Turn on the computer, if it is not on. Log into the network (if working on campus)
   a. How to log into the college network.
      i. Key Username (PC, the first four characters of your last name, your first name initial) Ex. Jackie Howell is PCHOWEJ

   This is your FIRST Username: ___________________________________________
   Password:______________________________________

2. Use the mouse to click on the round Microsoft icon at the bottom left of the screen.

3. Move the mouse cursor to All Programs and click once OR just hold it there. This will show you all of the programs on your computer. You are looking for Internet Explorer. Click once on Internet Explorer.

   If you see the IE (Internet Explorer) icon at the bottom of the screen, you can click on that instead.

4. At the top of the screen, you want to go to the college web site by keying in http://www.pdc.edu and pressing the ENTER key. It will then go to the college homepage.
5. To go to Online Services (and HRMS) click on the icon **myPDCCC**

6. Click on **myPDCCC Login**

7. You are now ready to log into Online Services where you will be able to fill in your timesheet.

8. Use your SECOND username and password.

   **SECOND Username:** __________________________________________

   **Password:** ________________________________________________
Summary: How to Find Online Services

- Turn on computer
- If on campus, log into the network using Username and Password
- Open Internet Explorer
- Go to PDCCC website (http://www.pdc.edu)
- Click on myPDCCC icon
- Click on myPDCCC Login
- Key in your Username and Password

IMPORTANT

Remember to always Sign Out of Online Services

Always Log Off or Restart a college computer.

- Click on the Microsoft icon at the bottom left of the screen, go to Shutdown, click either on Log Off or Restart.