Frequently Asked Questions about Time Entry and Payroll

Updated March 2, 2016

MYMC ID AND ACCESS TIME ENTRY DIRECTIONS:

All Staff, Temporary and Student Employees MUST use MYMC to access the secure area of Banner Web time entry. Below are the instructions for the first time users.

1. Enter http://mymc.montgomerycollege.edu in your web browser address area.

First Time MYMC Users, please follow these steps:
New Users: Step 1
On the Login page, Click **"Find My MyMC ID"**
- ➢ Enter **Student ID** or **Social Security Number**
- ➢ Enter your 6-digit birthday (mmddyy) as your **PIN.**
- ➢ Click **Get My MyMC ID** button.
  Your **MyMC ID Number** will be displayed.
- ➢ *You must memorize your MyMC ID number for future use.*

New Users: Step 2
- ➢ Enter your new **MyMC ID** in the **ID** field.
- ➢ Enter your **PIN** in the **Password** field
- ➢ Click the **Login** button
- ➢ You next create your **new MyMC Password**.
- ➢ *You must memorize your MyMC Password. You will need this for future use.*
- ➢ Last, answer your secret **Security Questions**. Remember the answers. They are used when you need help remembering **your MyMC ID** or **Password.**

2. **Returning MyMC Users:**
- ➢ Enter your **MyMC ID** in the **ID** field.
- ➢ Enter your **Password** in the **Password** field.
- ➢ Then click on the **Login** button.

3. Once you are signed in to MyMC, click on the "**Time Entry**" link.

4. *If you cannot find your **MyMC ID** or forget your **MyMC password** or **Banner Pin Number**, please call the IT Help Desk at (240) 567-7222.*
Save this page so that you will have these instructions when you need to get to your Web Time Sheet. There is also a link to the revised Time Entry documentation on the Main Menu of Banner Web for Employees just under the Time Entry link and on the Payroll page of the HR Web Site.

Supervisors/Approvers: It is important that you provide this information to all new Employees in your units.

How to Reset Banner PIN Number

After **IT Help Desk** has reset **PIN:**

Log into **MyMC,** Under **Student Quick Links**

- ➢ Click on **Update Personal Information,**
  Click on **Change Pin**
- ➢ Enter **OLD PIN**, your birth date (mmddyy)
- ➢ Enter **NEW PIN (**six digits**)**

➢ Re-Enter **NEW PIN**
➢ Click on **change PIN to SAVE**

EXIT