MyPima Quick Start Guide

After completing your PCC online application, you will receive your Student ID number (A + 8-digit number). Use this to set up your account in MyPima.

Click on the **MyPima Log In** or **MyPima** red box

on the College homepage, and Click on **Activate your account**. Follow the instructions to select a password and learn your User Name. If your screen does not seem to lay out properly, refresh your display using Control-r (hold down the Control key and press the r key).

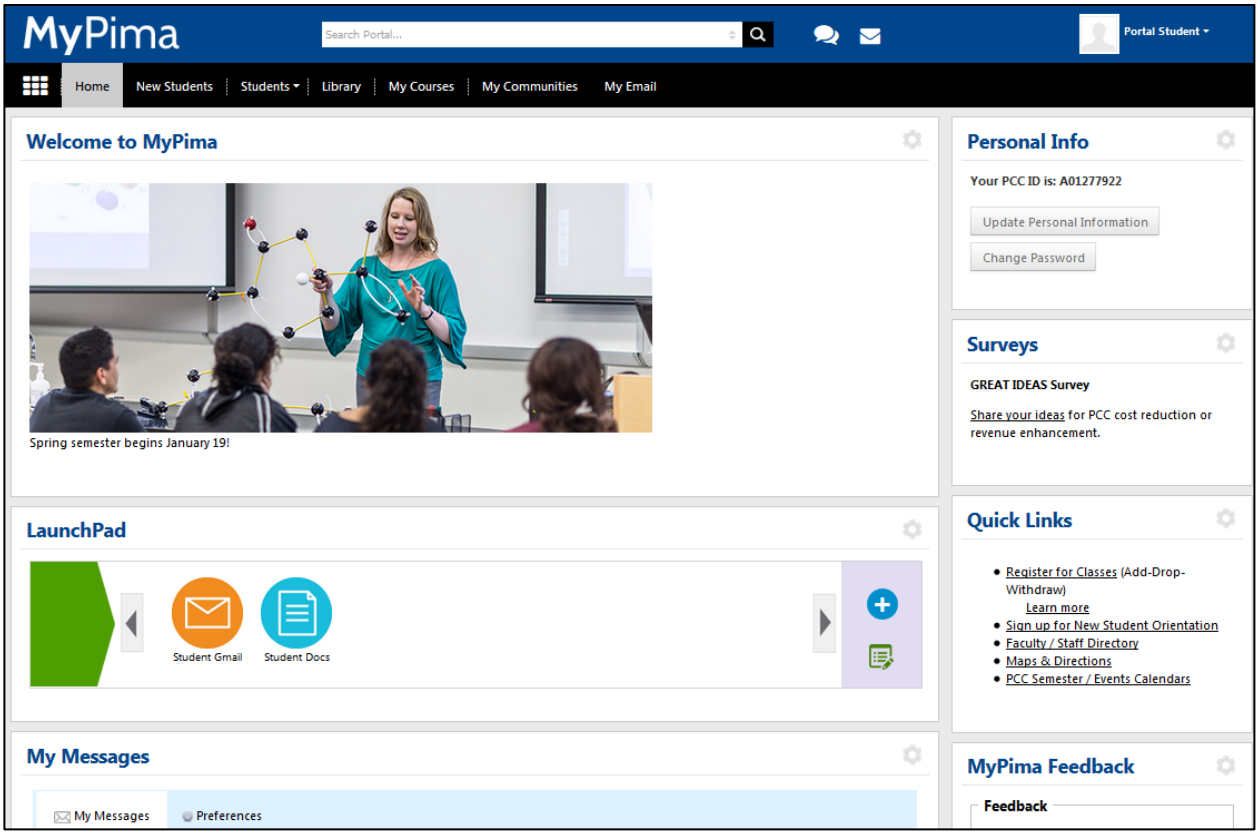
Use your User Name and Password to log into MyPima.

MyPima Homepage

When you first log into MyPima you are taken to the Homepage. The top navigation allows you to access other sections of the portal. Icons at the top right of the screen indicate when unread messages (the chat bubbles) or email (the envelope) are waiting for you.

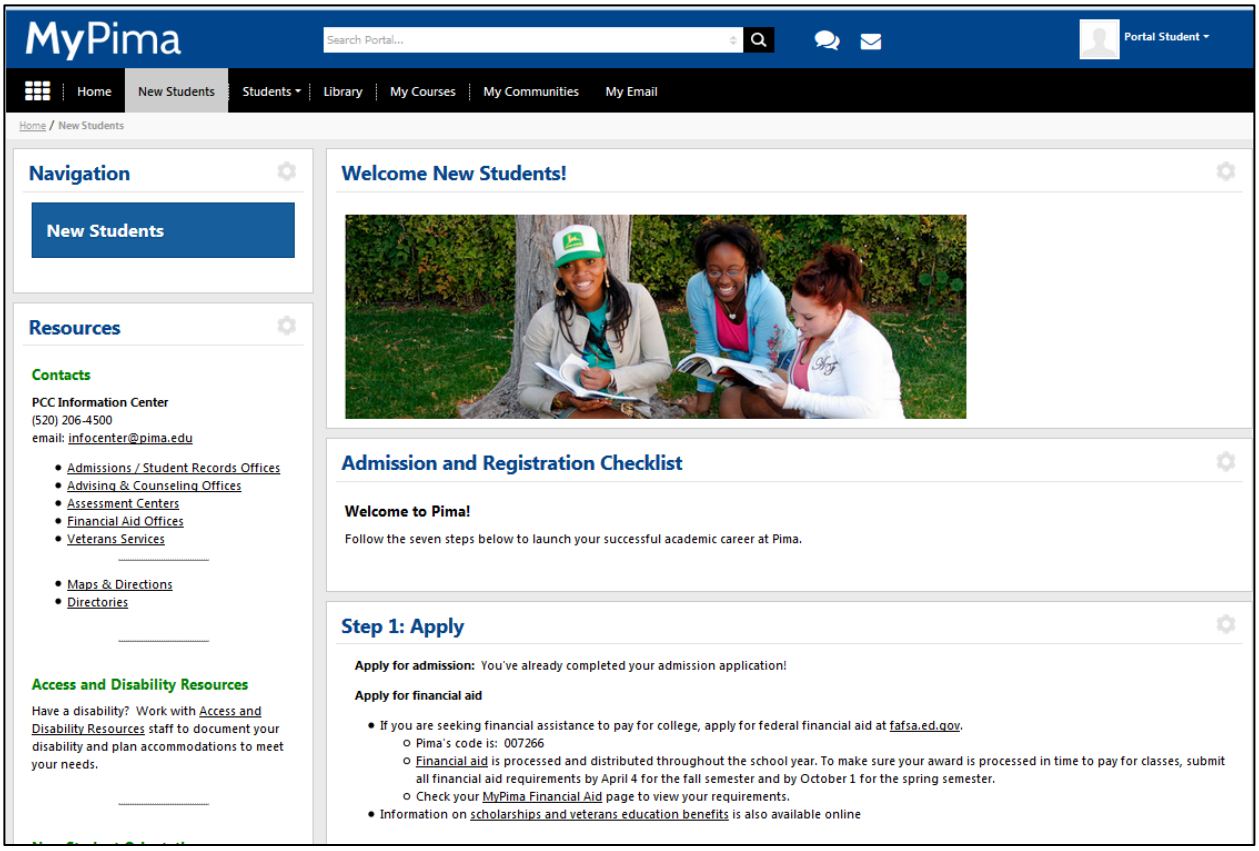
Logout is found in the dropdown menu near your name. Protect the security of your information by logging out of the portal when you are finished.

This page is also where you can: 1) change your password, 2) read, delete, etc. all of the messages that have been sent to you, and 3) personalize your LaunchPad. LaunchPad allows you to personalize your portal homepage by adding some of the resources that you use frequently. Use the top icon (plus sign) to add resources, and the second icon (edit) to move the icons around or delete an icon.



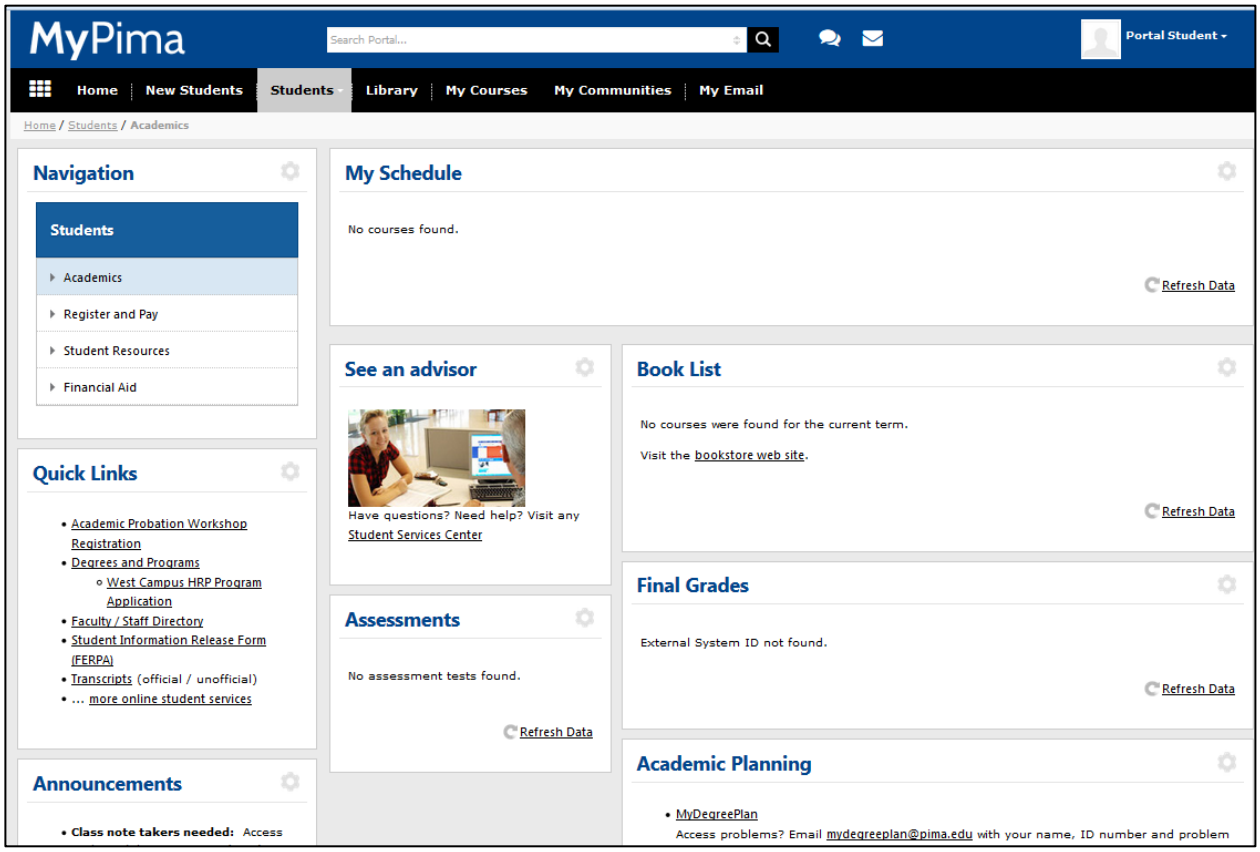
New Students

The New Student tab contains links to information need to successfully get started at Pima such as applying for financial aid, taking assessments and signing up for new student orientation.



Students – Academics

For information related to academics, visit the Academics page under the Students menu. View your schedule, find out what books are needed for your classes, access MyDegreePlan and more.



Students – Other Pages

Other pages available under the MyPima Students section include:

Register and Pay: Search for classes, register (add-drop-withdraw), or access MyAccountManager to pay for classes or set up and manage a Payment Plan.

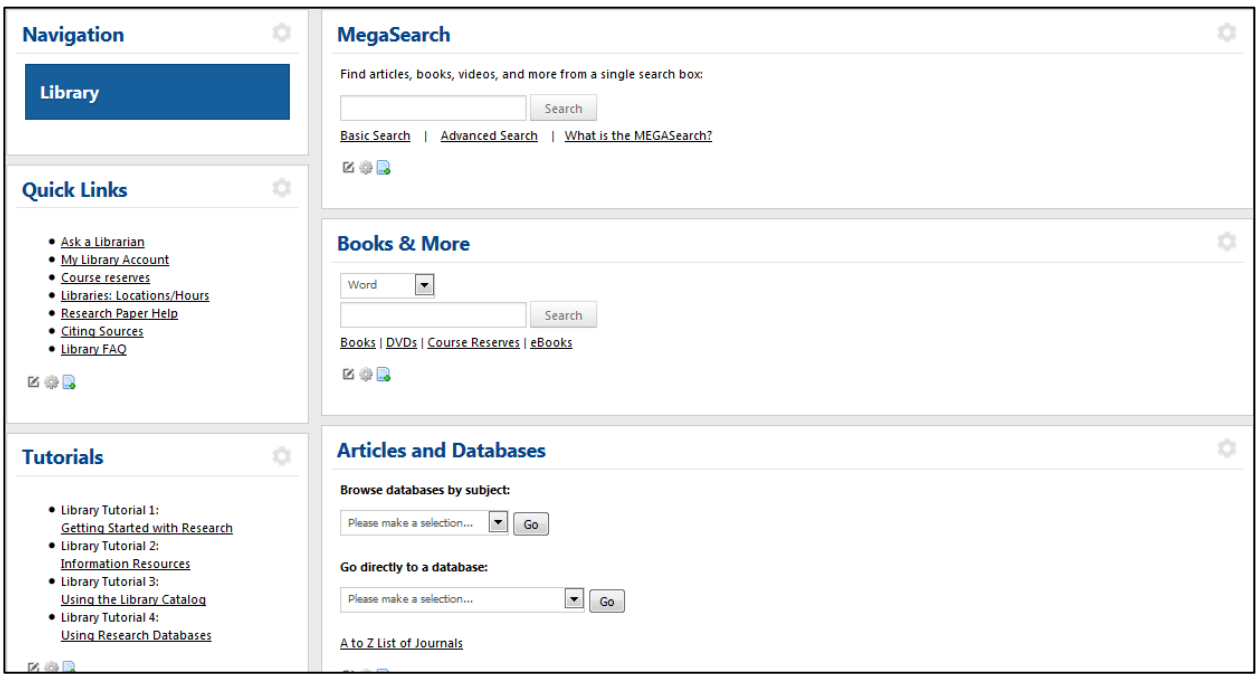
Student Resources: Access career resources, Student Life and event calendars to find activities that may be of interest to you

Financial Aid: Contains information and tools needed to apply for and manage your financial aid. A secondary page provides easy access to Financial Aid forms.

Veterans: Veterans Benefit Recipients have access to additional Veterans pages that allow them to manage their veterans certifications and benefits.

Library

Gain quick access to library online databases. Since you are already logged into MyPima, there is no need to provide your login and password when accessing resources.



Additional Resources

My Courses: Access your MyPima, D2L or Pearson course homepages from this page.

My Communities: Access any groups and committees of which you are a member, or look for "Available Communities" to see what groups you can join.

My Email: Displays the 10 most recent emails that you have received. Click on any email listed on this page to go to your PCC Gmail account for full access to respond, delete, or tag emails.