How to access My Faculty Center

New extra clicks required – follow these instructions, step by step!

1. Please go to New web address https://pr.peralta.edu
2. Log in with your Peralta username (Example JSMITH, do not use your email address)
3. On the left menu click on Employee Self Service
4. On the sub menu click To Faculty Center (New Window)

A new tab/window will open (If it does not, your browser Popup-blocker has blocked the window. You should see a warning, click allow or add an exception) See document: How_To_Allow_Popup_Blocker_for_My_Faculty
5. On the left menu click My Favorites
6. On the sub menu click Faculty Center

Now My Faculty Center is open

Faculty: It is important that in addition to submitting your grades through PROMIT (My Faculty Center), you must also turn in a copy of your attendance and grade rosters to the Office of Admissions & Records at your college and receive a receipt, or email them to rosterbook@peralta.edu.

<table>
<thead>
<tr>
<th>my schedule</th>
<th>class roster</th>
<th>grade roster</th>
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If you still need assistance please call Peralta Helpdesk (510) 587-7800 or email at helpdesk@peralta.edu