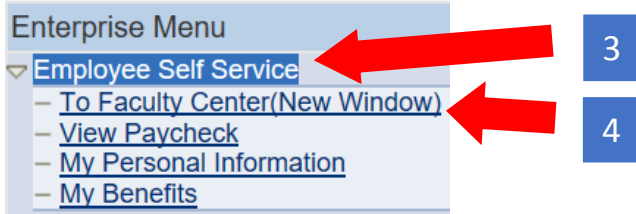


How to access My Faculty Center

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

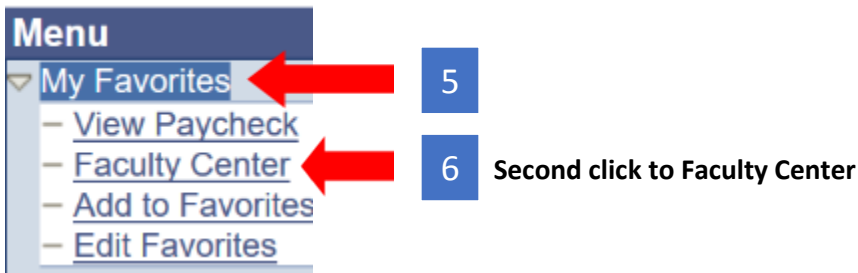
1. Please go to New web address <https://pr.peralta.edu>
2. Log in with your Peralta username (Example JSMITH, do not use your email address)
3. On the left menu click on **Employee Self Service**
4. On the sub menu click **To Faculty Center (New Window)**



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 PROMT (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 rollbooks@peralta.edu.

my schedule | class roster | grade roster

Faculty Center

My Schedule

2018 Spring | Peralta Community College Dist [change term](#) [term workload](#) [pay detail](#) [Grade Instructions](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2018 Spring > Peralta Community College Dist

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ART 20	BEG DRAWING & COMP (Lecture)		Tu 10:00AM - 11:50AM		Jan 22, 2018- May 25, 2018
	ART 20	BEG DRAWING & COMP (Laboratorv)		Tu 12:00PM - 3:50PM		Jan 22, 2018- May 25, 2018

If you still need assistance please call Peralta Helpdesk (510) 587-7800 or email at helpdesk@peralta.edu