



Getting Started with My.Emich

EID:

NetID:

Activate Your NetID and Register for Parking

Activate your NetID to get access to Gmail and the my.emich portal.

If you have your NetID but are having problems activating, please call the IT Help Desk at 734.487.2120

• Activate your EMU email

Go to <https://account.emich.edu/pwm/private/Login> and click on the 'Activate Account'

The screenshot shows a login page titled "Please Log In" with the subtitle "Password Self Service". It contains two input fields: "NetID" and "Current Password". Below the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom, there are two links: "Forgotten Password" (with a red arrow pointing to it) and "Activate Account".

• Register for Parking

Parking: Sign up for your parking pass using the following link:
<https://www.parkemu.com/permits/stafffaculty-permits-20182019/>

- Click **Register** under **Staff/Faculty** and follow the instructions
- Your license plate(s) will be registered in the system as a valid permit.



Staff/Faculty

Permit Details

Register

Review and update information in your my.emich portal

• Log in to **my.emich.edu**

Once you have activated your account, log in to my.emich.edu. This is the gateway to EMU data and services for faculty, staff and students.

The **Employee tab** is the central access point for employee information and services. Use this tab to:

- Update emergency contacts
- Update permanent mailing addresses and telephone numbers
- View your employee ID (EID) and personal identification number (PIN)
- Submit time sheets
- View benefit and pay information

my.emich Student **Employee** Reports

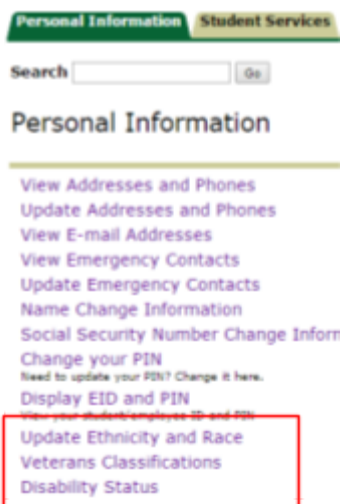
• Indicate your demographic information.

Under the Personal Information tab, indicate your demographic information by clicking on the following tabs:

- **Update Ethnicity and Race**
- **Veterans Classifications**
- **Disability Status**

• Explore the my.emich portal

Further explore the my.emich portal to access benefit plans, leave balances, pay information, and time sheets.



Personal Information Student Services

Search Go

Personal Information

- View Addresses and Phones
- Update Addresses and Phones
- View E-mail Addresses
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Change your PIN
- Need to update your PIN? Change it here.
- Display EID and PIN
- View your student/employee ID and PIN
- Update Ethnicity and Race**
- Veterans Classifications**
- Disability Status**

•Your tax information has been updated when the screen below appears. If you wish to change your Federal W4 tax information at any time, follow this same procedure.

Setting Up Your Federal W4 Tax Preferences

•Click the "Employee" tab and select the **Tax Forms - All Employees** link.

Personal Information Student Services Financial Aid **Employee**

Search Go RETURN TO MENU

Time Sheet
Leave Report
Benefits and Deductions - Regular Staff and Faculty Only
Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement.
Pay Information - All Employees
Direct deposit allocations, earnings and deductions history, or pay stubs.
Tax Forms - All Employees
W4 Information, W2 Forms
Jobs Summary - All Employees
Leave Balances - Regular Staff and Faculty Only

2 •Select **W4 Tax Exemptions or Allowances**.

Personal Information Student Services Financial Aid **Employee**

Search Go RETURN TO MENU

All Employees

W4 Tax Exemptions or Allowances
Electronic W-2 Consent
W2 Year End Earnings Statement

Filing Status: Single

Number of Allowances: 0

Additional Withholdings: .00

Note: Additional amount, if any, you want withheld from each paycheck.

[History](#) | [Update](#) | [Contributions or Deductions](#)

•To update your information, select **Update** below the print button.

• You will need to enter your PIN number and select **Submit** in order to make your changes permanent *If you do not know your PIN number, select the **Personal Information** tab and then select **Display EID and PIN**.

Personal Information Student Services Financial Aid **Employee** Application Administration

Search Go SITE MAP HELP EXIT

W-4 Certification

Enter your PIN and select Submit if you agree with the statement below. Otherwise, select a link changes will not be submitted.

Under penalties of perjury, I declare that I have examined this certificate and to the best and belief, it is true, correct, and complete.

PIN:

W-4 Employee's Withholding Allowance Certificate

•Your tax information has been updated when the screen below appears. If you wish to change your Federal W4 tax information at any time, follow this same procedure.

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Faculty Services](#) [Employee](#) [Finance](#) [Application Administration](#)

Search

Tax Update Confirmation

The updates you requested were successfully processed.

 Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes.

Direct Deposit

[Submit authorization for direct deposit](#) by clicking on the link and opening “Authorization for Direct Deposit”

New Hire Required Training

Required courses will be assigned in Bridge (Learning Management System) after your start date. You will also be registered to attend the next University Orientation session in Bridge.