

Portal:New_Employees

Are you a new employee or a manager with a new employee? Chances are that the new employee needs certain things in order to do their job.

These things include:

- A Phone
- A Voice Mail box
- A MEMO (district) email account
- A MyMCC account
- An SIS account
- A computer

To request these items, the new employee's **manager** needs to use the [Employee Services Request form](#).

The ESR form is a secure method of getting the right info to us. Only managers, supervisors, department chairs, VP's, and designees thereof can log into the employee services request form to get services for their new employees. If this is not something you want to deal with all the time, you can assign a designee (usually your department secretary/admin assistant) using this same online form. Simply by filling out this form, TSS will initiate the request for creation of a MEMO account. We will also make sure that the employee be made eligible for a MyMCC portal account if they aren't eligible already. **[Click here to read about account eligibility requirements](#)**.

New employees may also want to visit [MCC's Employee Services website](#).