
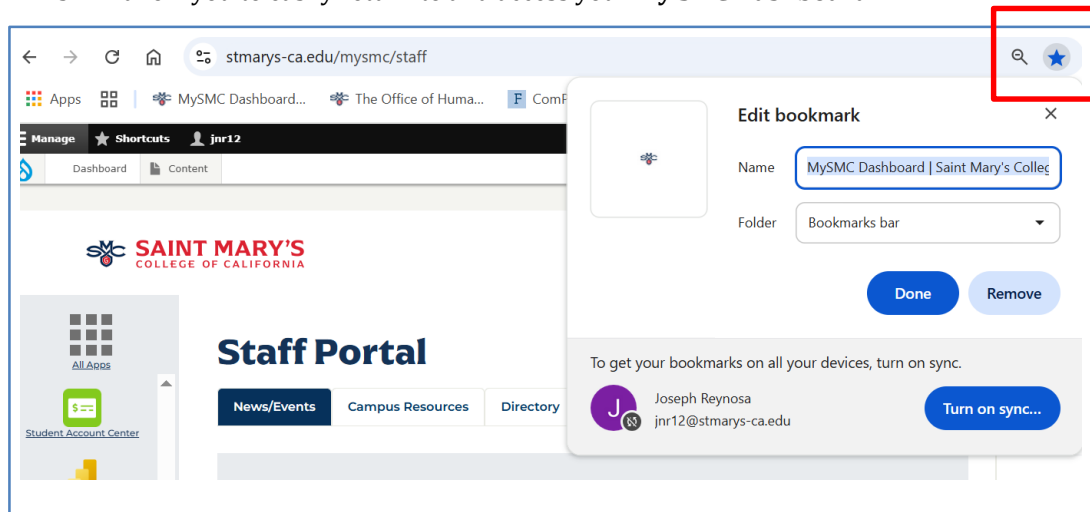


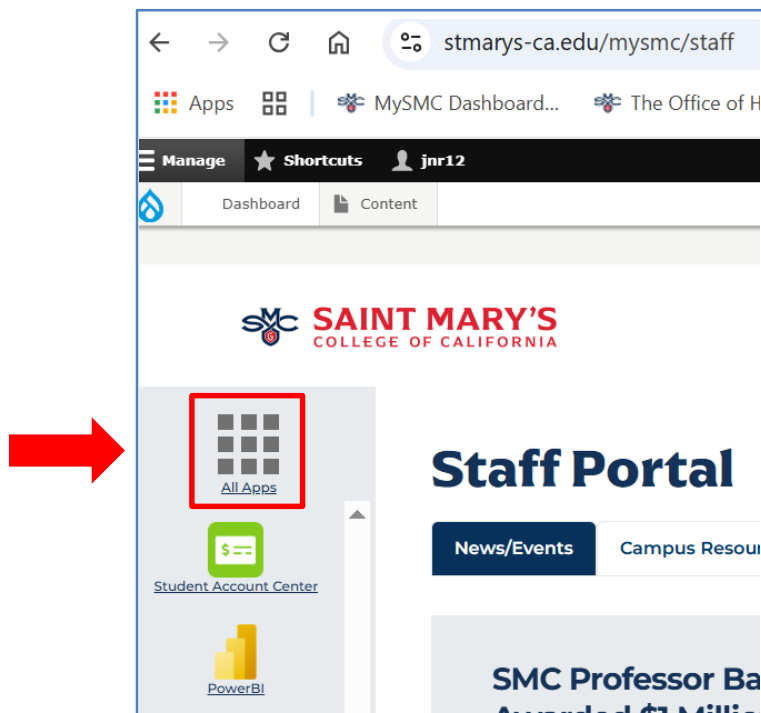
SAINT MARY'S COLLEGE OF CALIFORNIA

HOW TO ACCESS AND LOG INTO PAYLOCITY

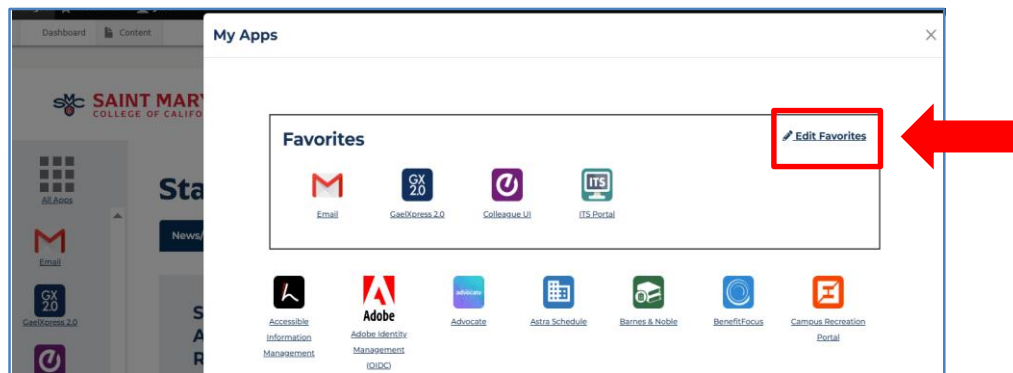
1. First, navigate to your **MySMC Dashboard**, using the link provided below:
<https://www.stmarys-ca.edu/mysmc/staff>
2. Please **Bookmark** this page by clicking the  at the end of the URL Address Bar. This will allow you to easily return to and access your **My SMC Dashboard**.



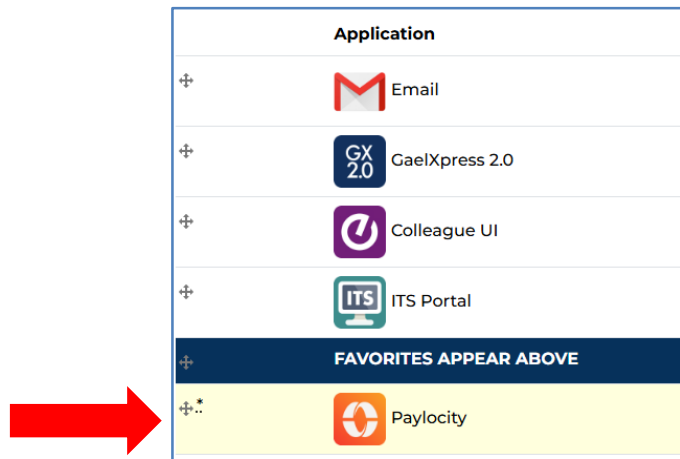
3. Next, you will need to add the **Paylocity App** to your preferred apps for easy access. Click the **All Apps** icon, located in navigation menu, on the left hand side.



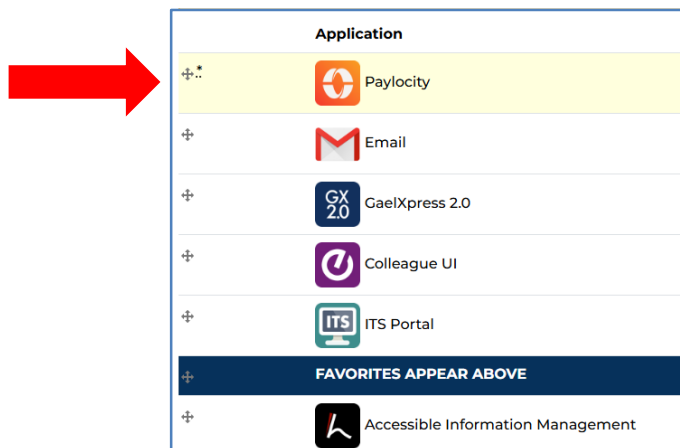
4. Your **My Apps** window will pop up, showing your **Favorites** apps.
Next, you will need to add **Paylocity** to your **Favorites** apps, by clicking **Edit Favorites**.



5. Next, scroll down and locate the **Paylocity** app. Click and hold the , then drag the  icon above the **"FAVORITES APPEAR ABOVE"** bar.

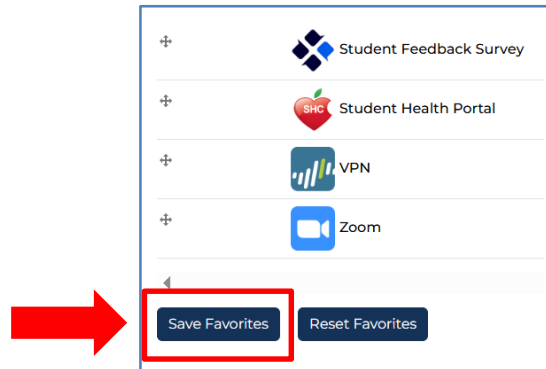


BEFORE



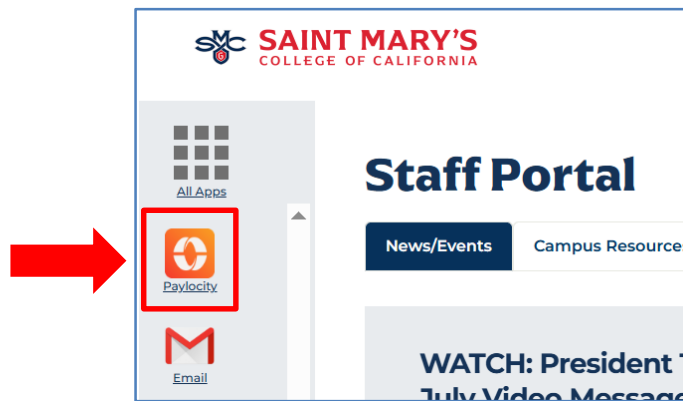
AFTER

6. Finally, scroll down to the bottom of the page, and click **'Save Favorites'**.



7. Next, return back to your **MySMC Dashboard** page.

The Paylocity app should now be located in your preferred apps, located in navigation menu, on the left hand side for easy access.



To log into Paylocity, click the Paylocity app.

YOU ARE NOW LOGGED INTO PAYLOCITY !

