



## Instructions for obtaining your Mason username and password

In order to get the process started for you to set up your GMU email and access your Patriot Web employee account online, you will need to get your username and create a password at Mason. If you already have a username and password, use it to log into [patriotweb.gmu.edu](http://patriotweb.gmu.edu) and access your information. See also "Accessing your GMU email" below. (If you have been a Mason student, your student G# is the same as an employee G#.)

If you've never been a student or employee of Mason, you will need to email Rachel Holloway at the Academy ([rmcalee2@gmu.edu](mailto:rmcalee2@gmu.edu)) after completing your new hire paperwork to get your G#, then follow the steps below.

- 1) Go to [password.gmu.edu](http://password.gmu.edu)
- 2) Choose option #1 "Activate your patriot pass account"
- 3) Enter your G# and claim code. For claim code enter your 6 digit birthdate
- 4) Write down your username
- 5) Proceed with the IT security awareness test – this may happen prior to receiving your username
- 6) Answer your personal security questions
- 7) You will then create your password.
- 8) Go back to [patriotweb.gmu.edu](http://patriotweb.gmu.edu) and log in
- 9) Click on employee services
- 10) Access your timesheet and paystubs there. (If timesheet is not available yet, check back soon)

***If your claim code doesn't work:*** Go back to [password.gmu.edu](http://password.gmu.edu) and click on option #4 to reset your claim code online. On the next page, click on Option B to submit a secure electronic request. Follow the directions leaving the Mason NetID/Email field blank (this is what you're trying to get, so of course you don't have it now), but be sure to fill in the field for Non-Mason Email so they can send you the code. You'll also need to have a pdf or jpg of your driver's license or passport on your computer so you can upload it.

## Accessing your GMU Email

In PatriotWeb, there are 3 tabs you can click on: Personal Information, Student Services and Employee Services. Under the Personal Information tab, one of the choices is "View Email Address". Click on that choice to find out your assigned gmU email address. To access your gmU email, go to [mail.gmu.edu](http://mail.gmu.edu) and click on the Faculty & Staff email box. Next, click on the yellow box that says "Login to 365". This will take you to a sign in page where you will enter your username and password - the same username and password you use to get into Patriot Web. Once you get into the gmU email you can use it as is or you can set it up to forward to any email address you like. If you don't forward it to another email address, please check it regularly.