



How to request Additional Faculty Service Areas in NeoEd Form

Who: You are a full-time faculty and you need to submit a request to be considered for additional faculty service areas (FSA) in addition to the initial discipline for which you came into service at Pasadena City College.

1. Login:

1.1. Go to URL: <https://pasadena.edu/faculty-and-staff/index.php> > Click **NeoEd Workforce Management Platform** > Login with your PCC login credentials.

2. Access NeoEd eForm:

2.1. Click **Forms** in vertical Menu on the left section



3. Start a Form Process:

3.1. Go to **Quick Links** section > Click FR: Faculty Service Areas Request > **Start Process** > Confirm.



3.2. You have triggered the FSA process. Read the background information and the overview of the approval process. Click **Complete Form**.



3.3. Fill the Form:

Fill the required fields > **Submit**.

3.4. Check Form Status:

Click **My Forms & Processes** on Forms Main Menu.



3.5. Correct Rejected Form:

Check NeoEd after a few days. If the form shows up in your task list again:

Open the form > Click the **Bubble button** to read the instructions > Make the necessary correction > **Submit**.

