

## Reset Employee Password

As an employee your Bb password is directly tied to your MEID (Maricopa Enterprise ID) account. To reset or change your password you will need to access the Personal Administration Tool (PAT) at: <https://memo.maricopa.edu/usertool.html>.

Once there follow the steps below.

### Step #1

Select your place of employment from the drop down menu.

Location:

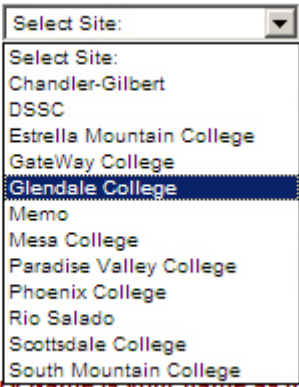
\* Directory Name:  [elp](#)

Password:

Memo Address:  [elp](#)

Password:  [pa.](#)

**\* - Your Directory name is your name as it ap**



### Step #2

Fill either your directory name or your email address and supply your password.

Location:  (Required Field)

\* Directory Name:  [Login Help?](#)  
(e.g. Firstname Lastname)


Password:

--OR--

Memo Address:  [Login Help?](#)  
(e.g. first.last@sitemail.maricopa.edu)

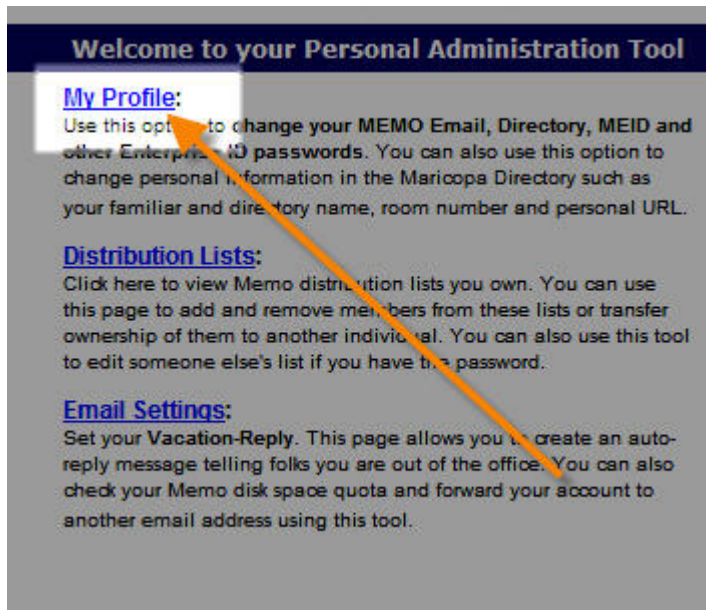
Password:

**\* - Your Directory Name is your name as it appears in the Directory. If your Directory Name does not allow spaces, use your email address and password. If you need further information, contact your supervisor.**



### Step #3

You will then be taken to the welcome page where you will select the My Profile link.



#### Step #4

You will then be taken to the My Profile page where you will enter a new password and click the Submit button.

Note: Passwords have certain requirements that can be viewed by clicking Password Requirement link.

**Change Password**

[Click for Password Requirements](#)  
[Click for Password Expiration Info](#)

Current Pswd Expires 11-02-2008

Password change applied to:  
 Directory Password  
 Email Password

New Password   
Re-type Password

Telephone [AreaCode-Prefix-Last4] 480 731 8072 clear  
Pager Number [AreaCode-Number]

**Employment Information**

[If you want to Change Your Name, click here for Information and Limitations.](#)

Directory Name (as in Memo) Randy Anderson  
Site: DSSC  
Sub-Site (e.g. Red Mountain)

Room Number 455

#### Step #5

This last step is important. You will need to log out of PAT and back in again in order for the new password to be synchronized with the Bb system. Ensure that you log out of PAT using the provided links (upper right hand corner) otherwise synchronization may not work.

