



# Blackboard Login Instructions for Students



The course you are taking uses the Blackboard Course Management System. You will need to use the Student Personal Administration Tool (SPAT) to look up your username and password for Blackboard and to maintain your account. The following instructions are designed to help you with the following tasks:

- Find your Maricopa Enterprise ID (MEID) and Set your Password
- Discover your Maricopa Email Address
- Login to Blackboard

## Find your Maricopa Enterprise ID and Set your Password

1. Go to Maricopa's Blackboard at <https://ecourses.maricopa.edu/webapps/login>.
2. In the **Students** area, click **New Users – Lookup User ID**

The screenshot shows the Blackboard login interface. On the left, under 'Help Desk and Support', there are two columns: 'Students' and 'Employees'. The 'Students' column contains links for 'Forgot User ID (MEID)', 'New Users - Lookup User ID', 'Forgot Password', and 'Help'. A red arrow points to the 'New Users - Lookup User ID' link. On the right, the 'Maricopa's Blackboard Login' section has fields for 'User ID (MEID)' and 'Password', with a 'Login' button below.

3. The Student Personal Administration Tool (SPAT) will display. Fill in all required fields: **First Name**, **Last Name**, **Social Security Number** and **Date of Birth**

The screenshot shows the 'Student Personal Administration Tool (SPAT)' form titled 'Maricopa Enterprise ID Lookup'. It asks for the following information:

- \* First Name:
- \* Last Name:
- Maiden/Previous Last Name:  (optional)
- \* Social Security Number:  (numbers only)
- \* Date of Birth:  -  -  (MM/DD/YYYY)
- Student ID:  (optional; numbers only)

Below the form, it states: 'If you did not provide a piece of information when you registered (for example, your birthdate), you will need to contact Admissions & Records for assistance.' A legend indicates '\* = Required items'. A 'Next' button is located at the bottom right.

**Need Help? Maricopa Blackboard 24x7 Toll Free Support Line 1-888-994-4433**

4. Click **Next**. The Set Password and Challenge Questions screen will display.

### Set Password and Challenge Questions

As a first time user, please make **note** of your **MEID**, your **StudentID**, and your **Maricopa Email** (on paper if necessary) **displayed under this paragraph below**. Your **MEID** is your username and is required to log on to this and other applications. To successfully complete the set up of your directory entry, please type in a password, and select two challenge questions from the pull-down menus below, providing answers for both. Also, please make sure you remember your answers as they will be used to authenticate you if you lose or forget your password.

**Randi Anderson**, your **MEID** is **RAN2042617** <<-- Important

your **StudentID** is <<-- Important

your **Maricopa Email** is **RAN2042617@maricopa.edu** <<-- Important

After setting your password and challenge questions and answers, you can use the Maricopa Email link, **GoogleApps@Maricopa**, on the left to log into your new Maricopa email.

5. Make note of the important information displayed:

**your MEID** - you will use this to login to Blackboard and other Maricopa applications  
**your Student ID** - this is your college ID number  
**your Maricopa Email address** – this is your free Maricopa Google Email address. *Any student personal email address which is currently in Blackboard will be replaced with this new email address. ALL email sent via Blackboard will be sent to the student's Maricopa email address.*

6. Follow the prompts on the screen to:
  - **Set your password.** Click **Password Rules** to make sure you do it right!
  - **Set your Challenge Questions.** Be sure to select questions and answers you will remember. You will need them if you need to reset or change your password in the future.

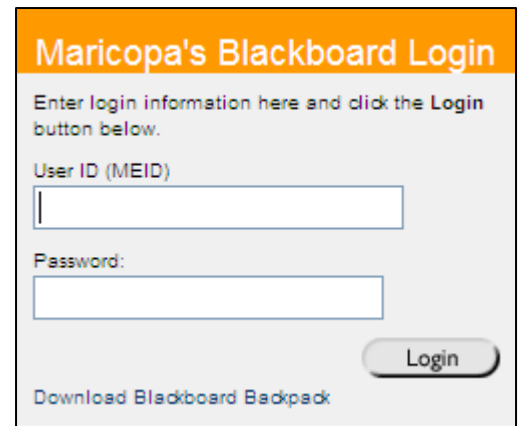


**Make note of your MEID and password as you will need them every time you login to Blackboard.**

7. Click **Submit**.
8. At the Summary of updates screen, you can click the link to login to Blackboard.

## Log in to Blackboard

1. Open your browser and enter this URL in the address line of your browser:  
<https://ecourses.maricopa.edu/webapps/login>
2. Enter your **Maricopa Enterprise ID (MEID)** and **Password**; then click **Login**.
3. Blackboard's **My Institution** screen will display. This is your Blackboard "Home Page." The courses you are taking which are using Blackboard will be listed on the right side of the screen under My Courses. From here you can click a link for your course.



Maricopa's Blackboard Login

Enter login information here and click the Login button below.

User ID (MEID)

Password:

[Download Blackboard Backup](#)



My Institution | Courses | Library Resources

Welcome, PVTest

Tools

- Announcements
- Calendar
- Tasks
- View Grades
- Send Email
- User Directory
- Address Book
- Personal Information

My Announcements

No system announcements have been posted in the last 7 days.  
No course announcements have been posted in the last 7 days. [more...](#)

My Calendar

No calendar events have been posted in the last 7 days. [more...](#)

My Courses

Courses in which you are enrolled:  
PVC\_CHALL\_TestCourse2

My Tasks

No tasks due. [more...](#)

## New Email Policy at Maricopa Colleges

A new email system is being implemented at all Maricopa Community Colleges, powered by Google (Gmail). Sign up now for your free email account, which uses the @maricopa.edu domain name and your MEID – for example: JOSTB0000@maricopa.edu. Go here to learn more about the benefits and sign up: <http://google.maricopa.edu>.

Effective August 10, 2009, this new system will become the official way to receive communications from the students' colleges and the Maricopa County Community College District. The @maricopa.edu email account will be automatically loaded into Blackboard. **Any student personal email address which is currently in Blackboard will be replaced with this new email address. ALL email sent via Blackboard will be sent to the student's Maricopa email address.**

## Maintain Your Maricopa Enterprise Account

If you forget your MEID or wish to change your password, you will use the Student Personal Administration Tool (SPAT).

### Help Desk and Support

24x7 Toll Free Support Line  
1-888-994-4433

#### Students

- Forgot User ID (MEID)
- New Users - Lookup User ID
- Forgot Password
- Help

#### Employees

- Forgot User ID (MEID)
- New Users - Lookup User ID
- Forgot Password
- Help

From Blackboard login page, click:

**Forgot User ID (MEID)**  
or  
**Forgot Password**

Password:

**Need Help? Maricopa Blackboard 24x7 Toll Free Support Line 1-888-994-4433**