

Maricopa Enterprise ID and Password Lookup Tool

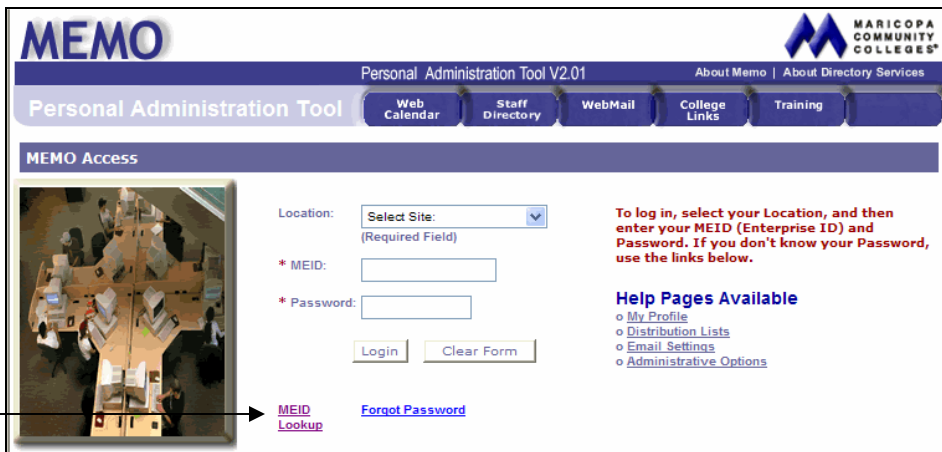
The Maricopa County Community College District (MCCCD) provides employees access to a variety of online administrative systems known as enterprise applications. The following enterprise applications support the online services associated with administrating employees, students, and learning management systems.

- Human Resource Management System (HRMS)
- Student Information System (SIS)
- Blackboard (Bb)

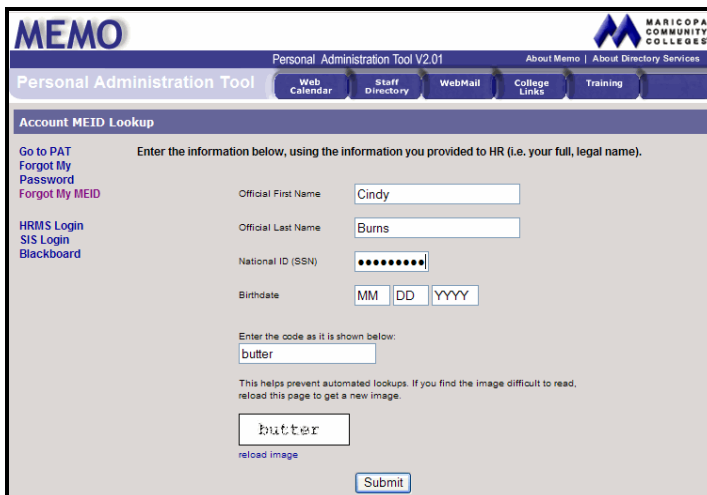
Access to most of these enterprise applications requires an employee’s Maricopa Enterprise ID (MEID) and password. If an employee needs to lookup his/her MEID and password, follow the steps listed below to obtain the appropriate information:

Steps to Lookup your Maricopa Enterprise ID:

1. Start Internet Explorer.
2. In the Address field, enter: <https://memo.maricopa.edu/usertool.html> and press Enter.



3. Click the MEID Lookup link.



4. Enter the appropriate information in the data fields, and click the Submit button.



- If an MEID has **not** been assigned, the Account MEID Lookup page will display “**No match found for the given input values.**” Contact your college HR representative for assistance.
- If an MEID **has** been assigned, the Password Reset page will display with the employee’s name and MEID.

MEMO Personal Administration Tool V2.01 About Memo | About Directory Services

Personal Administration Tool Web Calendar Staff Directory WebMail College Links Training

Password Reset

Go to PAT
Forgot My Password
Forgot My MEID

HRMS Login
SIS Login
Blackboard

Set Password and Challenge Questions

Please make **note** of your **MEID** (on paper if necessary) **displayed below**. It is your USERID and is required to log on to this and other Enterprise applications (SIS, HRMS, Blackboard).

Optionally, you may enter a new password and challenge questions at this time.

For security reasons, if you have not set your two challenge question (or wish to change them), please do so now from the pull-down menus below, and provide answers for both.

Please make sure you remember your answers as they will be required for authenticate if you lose or forget your password.

Cindy Burns, your MEID is **CINID99999** <<-- Important

Set your password:

Password: Password Rules

Retype Password:

Set your Challenge Questions:

Question 1:

Question 2:

(current password and challenge questions are not displayed for security reasons)

Submit

5. In the Set Your Password area, enter a new password in the Password field.
6. In the Retype Password field, enter the new password again.
7. In the Set Your Challenge Questions area, select a challenge question for Question 1 and enter the appropriate response in the blank field. Repeat this step for Question 2.
8. Click the Submit button. The Reset Summary page will display “**Your account was successfully updated.**”

