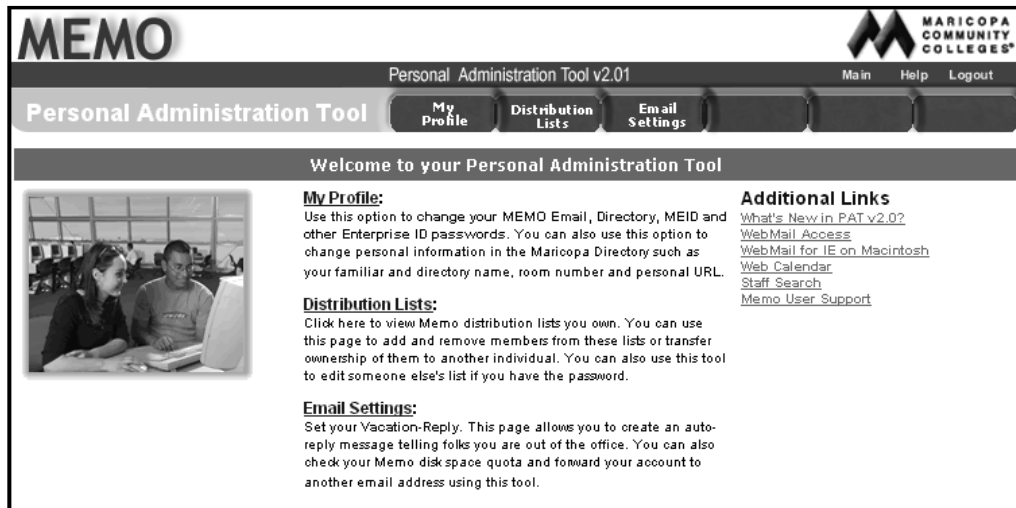


## Personal Administration Tool (PAT)



The Personal Administration Tool (PAT) is used to manage your employee profile, email distribution lists, email and MEID passwords, and email settings. Some of these functions include the following:

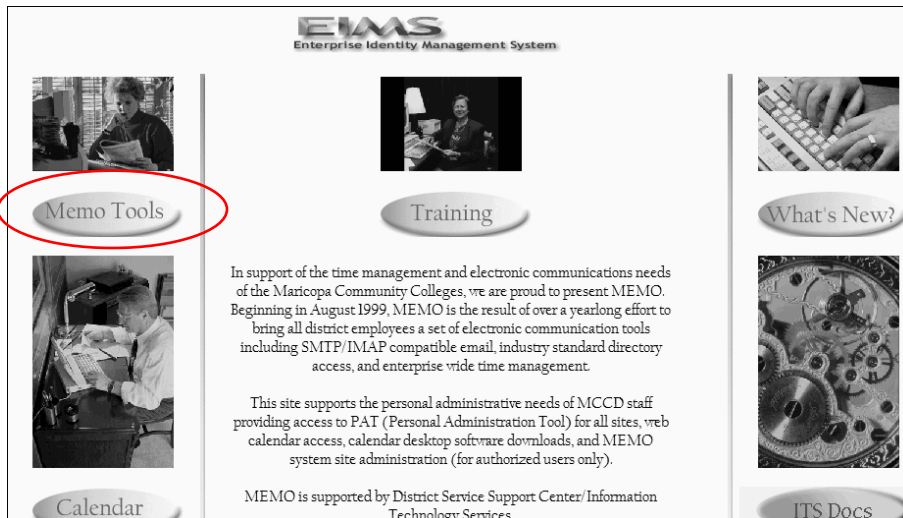
- change your password.
- set challenge questions.
  - Challenge questions are a security check. If you forget your password, you will be asked your challenge questions. When the challenge questions are answered correctly, you will be provided your password.
- check your email disk space.
- create an automatic reply to inform others when you are out of the office.
- forward your emails to another email address.
- temporarily suspend all email.
- edit directory information.
- find your Enterprise ID.
- find your Employee ID number.

**Note:** You do not need your Maricopa Enterprise ID (MEID) to log in to PAT. You need your Directory Name and Password. Instructions for logging into PAT are next.



## Log In To The Personal Administration Tool (PAT)

1. Using Internet Explorer, go to: <http://memo.maricopa.edu/>
2. Click the Memo Tools button.



3. Click your respective college button.



4. Click the Secure Personal Administrative Tool link.

- [Secure Personal Administration Tool \(PAT\) v2.0 Including Password Changing](#)



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

Personal Administration Tool [Web Calendar](#) [Staff Directory](#) [WebMail](#) [College Links](#) [Training](#)

**MEMO Access**

Location:  To log in, select your Location, and then enter your Directory Name and Password. If you don't know your Directory Password, you may log in with your Email Address and Password in order to assign your Email Password to your Directory Password.

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

Password:

--OR--

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

Password:

**Help Pages Available**

- o [My Profile](#)
- o [Distribution Lists](#)
- o [Email Settings](#)
- o [Administrative Options](#)

\* - Your Directory Name is your name as it appears in the Address Book or Maricopa Directory. If your Directory Name does not allow you to login, please use your Memo email address and password. If you need further information on this feature, see the [help](#) pages.

[MEID Lookup](#) [Forgot Password](#) [HRMS Account Setup \(Temps/Adjuncts\)](#)

5. In the Location field, click the Down Arrow, and select your college site.
6. In the Directory Name field, enter your name as it displays in the Maricopa Directory. (Usually your First Name <space> Last Name; example: Paula Connors)
7. In the Password Field, enter your Directory password (currently your MEMO password).
8. Press Enter or click the Login button.

**MEMO** Personal Administration Tool v2.01 Main Help Logout

Personal Administration Tool [My Profile](#) [Distribution Lists](#) [Email Settings](#)

**Welcome to your Personal Administration Tool**

**My Profile:**  
Use this option to change your MEMO Email, Directory, MEID and other Enterprise ID passwords. You can also use this option to change personal information in the Maricopa Directory such as your familiar and directory name, room number and personal URL.

**Distribution Lists:**  
Click here to view Memo distribution lists you own. You can use this page to add and remove members from these lists or transfer ownership of them to another individual. You can also use this tool to edit someone else's list if you have the password.

**Email Settings:**  
Set your Vacation-Reply. This page allows you to create an auto-reply message telling folks you are out of the office. You can also check your Memo disk space quota and forward your account to another email address using this tool.

**Additional Links**

- o [What's New in PAT v2.0?](#)
- o [WebMail Access](#)
- o [WebMail for IE on Macintosh](#)
- o [Web Calendar](#)
- o [Staff Search](#)
- o [Memo User Support](#)

9. Click the category link to manage those respective options:
  - **My Profile:** Use this option to change your MEMO Email, Directory, MEID and other Enterprise ID passwords. You can also use this option to change personal information in the Maricopa Directory such as your familiar and directory name, room number, and personal url.
  - **[Distribution Lists](#):** Use this option to view Memo distribution lists you own. You can use this page to add and remove members from these lists or transfer ownership of them to another individual.
  - **[Email Settings](#):** Use this option to set your Vacation-Reply letting people know you are out of the office. You can also check your Memo disk space quota and forward your account to another email address.



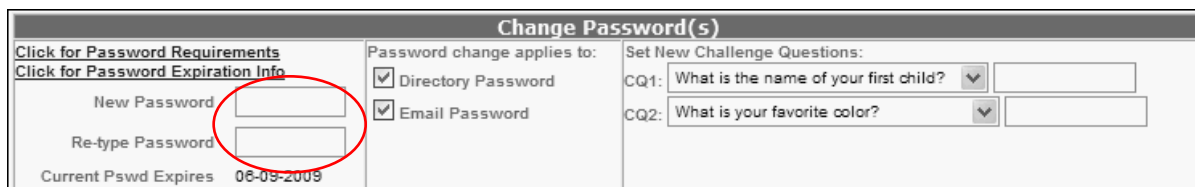
## Change Your MEID & Memo Email Passwords and Set Challenge Questions

Your MEID and MEMO email passwords are usually the same. The MEID password gives you access to most of Maricopa's administrative systems including HRMS, SIS, Calendar, and Blackboard. The email password gives you access to Maricopa's MEMO email system. Changing your passwords using PAT allows you to change – and synchronize – both of the passwords (email & MEID) at the same time.

**Note:** Changing your password using PAT does NOT change your *offline* Corporate Time Calendar password. This particular password change is done within the Calendar application. Instructions for changing your offline Calendar password on page 21.

A valid password is at least seven characters in length and consists of at least one uppercase letter, at least one lowercase letter, and at least one number.

1. Using Internet Explorer, go to: <http://memo.maricopa.edu/>
2. Click the Memo Tools button.
3. Click your respective college button.
4. Click the Secure Personal Administrative Tool link.
5. In the Location field, click the Down Arrow, and select your college site.
6. In the Directory Name field, enter your name as it displays in the Maricopa Directory. (Usually your First Name <space> Last Name; example: Paula Connors)
7. In the Password Field, enter your Directory password (currently your MEID password).
8. Press Enter or click the Login button.
9. Click the My Profile link.
10. In the New Password field, enter the new password.



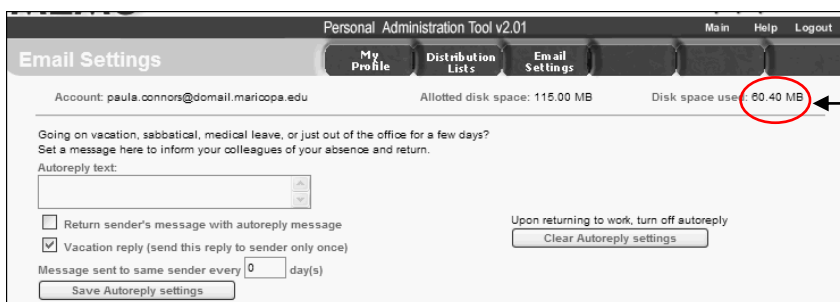
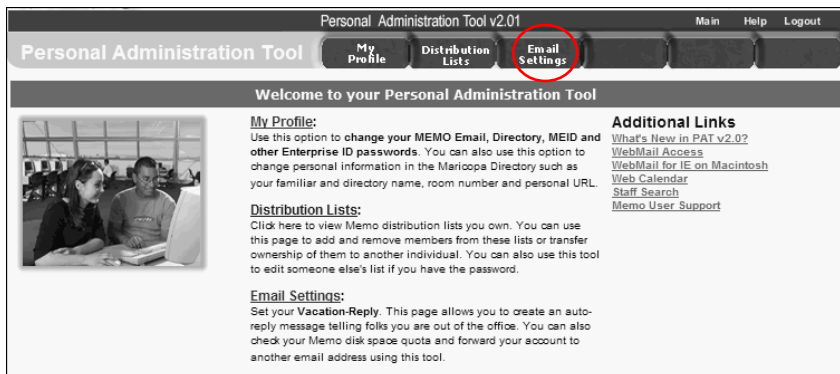
11. In the Re-type Password field, re-enter the desired password.
12. To synchronize your password with your MEID password, verify the checkboxes next to Directory Password and Email Password are checked.
13. Set, or keep, your challenge questions and answers.
  - Challenge questions are a security check. When trying to log into an administrative system and you forget your password, you will be asked your challenge questions. When the questions are answered correctly, you will be provided your password.
14. Click Submit.
15. Click the Logout link in the upper-right corner above the tabs. Or continue onto the next sections for more information on using PAT.



## Check Your Email Disk Space

Most employees are allotted 100 MB of server space for email. When you get close to your maximum, you will receive an email message letting you know you are approaching your limit. A full email account runs much slower and even prevents some processes from happening. It's important to know your disk space. If your approaching your max, clean out your account by saving to your Local Mail and deleting your Trash and Sent folders.

1. Using Internet Explorer, go to: <http://memo.maricopa.edu/>
2. Click the Memo Tools button.
3. Click your respective college button.
4. Click the Secure Personal Administrative Tool link.
5. In the Location field, click the Down Arrow, and select your college site.
6. In the Directory Name field, enter your name as it displays in the Maricopa Directory. (Usually your First Name <space> Last Name; example: Paula Connors)
7. In the Password Field, enter your Directory password (currently your MEID password).
8. Press Enter or click the Login button.
9. Click the Email Settings tab at the top



10. Click the Logout link in the upper-right corner above the tabs. Or continue onto the next sections for more information on using PAT.

**Note:** For more MEMO email information, please visit [Memo Maintenance](http://www.maricopa.edu/training/messageaging.html) at <http://www.maricopa.edu/training/messageaging.html>



## Set Auto-reply (Vacation or Out of the Office Notice)

1. Using Internet Explorer, go to: <http://memo.maricopa.edu/>
2. Click the Memo Tools button.
3. Click your respective college button.
4. Click the Secure Personal Administrative Tool link.
5. In the Location field, click the Down Arrow, and select your college site.
6. In the Directory Name field, enter your name as it displays in the Maricopa Directory. (Usually your First Name <space> Last Name; example: Paula Connors)
7. In the Password Field, enter your Directory password (currently your MEID password).
8. Press Enter or click the Login button.
9. Click the Email Settings tab at the top
10. In the Autoreply text box, enter the text for your auto-reply.

The screenshot shows the 'Email Settings' page in the 'Personal Administration Tool v2.01'. The page has tabs for 'My Profile', 'Distribution Lists', and 'Email Settings'. The 'Email Settings' tab is active. The account information is 'Account: paula.connors@domail.maricopa.edu', 'Allotted disk space: 115.00 MB', and 'Disk space used: 60.40 MB'. The main heading is 'Going on vacation, sabbatical, medical leave, or just out of the office for a few days? Set a message here to inform your colleagues of your absence and return.' Below this is the 'Autoreply text:' field, which is currently empty. There are two checkboxes: 'Return sender's message with autoreply message' (unchecked) and 'Vacation reply (send this reply to sender only once)' (checked). A 'Clear Autoreply settings' button is on the right. At the bottom, there is a 'Save Autoreply settings' button and a field for 'Message sent to same sender every 0 day(s)'. Two callout boxes on the left point to the 'Autoreply text' field and the 'Vacation reply' checkbox.

- By default, the option “Vacation reply (only send a single copy to a recipient)” will be activated. When someone sends you a message, the sender will receive one auto-reply from your account the first time s/he sends you a message.
11. Click the Save Autoreply settings button to activate your Autoreply.
    - A screen confirming your autoreply text and options have been updated will display.
  12. Click the Return to Email Settings button.
  13. Click the Logout link in the upper-right corner above the tabs. Or continue onto the next sections for more information on using PAT.

## Cancel Autoreply

1. Login to PAT. (See steps 1-9 above.)
2. Click the Clear Autoreply settings button (on the right side) to cancel your auto-reply.
  - A screen confirming your auto-reply has been deleted displays.
3. Click the Logout link in the upper-right corner of the tabs.



## Forward All Emails

You can forward all your MEMO email messages to another email account.

1. Using Internet Explorer, go to: <http://memo.maricopa.edu/>
2. Click the Memo Tools button.
3. Click your respective college button.
4. Click the Secure Personal Administrative Tool link.
5. In the Location field, click the Down Arrow, and select your college site.
6. In the Directory Name field, enter your name as it displays in the Maricopa Directory. (Usually your First Name <space> Last Name; example: Paula Connors)
7. In the Password Field, enter your Directory password (currently your MEID password).
8. Press Enter or click the Login button.
9. Click the Email Settings tab at the top
10. In the text box in front of the Forward all email button, enter the forwarding email address.

You may also forward incoming email to another email address, send a duplicate copy of incoming email to another email address, or suspend all email in its entirety. Enter the other email address below and click the appropriate button. To turn off forward/copyto, clear the box and then click the button.

<input type="text"/>	Forward all email
<input type="text"/>	Send a copy of all email
Temporarily SUSPEND all email	Suspend email

11. Click the Forward all email button.
12. Click the Logout link in the upper-right corner above the tabs. Or continue onto the next section for more information on using PAT.

## Cancel Forward All Emails

1. Follow steps 1-9 above.
2. Delete the address in the Forward All Email field.
3. Click the Forward all email button.
4. Click the Logout link in the upper-right corner above the tabs.



## Find Your Maricopa Enterprise ID and Employee ID Number

All employees need their Maricopa Enterprise ID (MEID) to log into most of Maricopa's administrative systems including HRMS, SIS, Blackboard, and Calendar. All employees need an Employee ID number for payroll and benefits purposes. All employees are automatically assigned a Maricopa Enterprise ID and an Employee ID number upon hiring.

**Note:** If you have worked in the District before, you already have an MEID.

1. Using Internet Explorer, go to: <http://memo.maricopa.edu/>
2. Click the Memo Tools button.
3. Click your respective college button.
4. Click the Secure Personal Administrative Tool link.
5. In the Location field, click the Down Arrow, and select your college site.
6. In the Directory Name field, enter your name as it displays in the Maricopa Directory. (Usually your First Name <space> Last Name; example: Paula Connors)
7. In the Password Field, enter your Directory password (currently your MEID password).
8. Press Enter or click the Login button.
9. Click the My Profile link.
10. Scroll down towards the bottom of the screen to the Additional Information section.

Additional Information			
Employee ID	00000000	Maricopa Enterprise ID	00000000
Last Name	Connors	Suffix (e.g. Jr, Sr)	
First Name	Paula	Name Change Information	MiddleName/Initial
Email Address	paula.connors@domail.maricopa.edu	Department	Empl & Org Development
Title	Mgr Technology Training	Employee Type	Mgmt, Admin, Tech
Description	<a href="http://www.maricopa.edu/training/">http://www.maricopa.edu/training/</a>	Maricopa HomePage	

Employee ID

Maricopa Enterprise ID (MEID)

- Your Employee ID number is located on the left side.
  - Your Maricopa Enterprise ID (MEID) is located on the right side.
11. Click the Logout link in the upper-right corner above the tabs.

Personal Administration Tool v2.01				Main	Help	Logout
Personal Administration Tool		My Profile	Distribution Lists	Email Settings		

