

## 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.

**MEMO**  
Personal Administration Tool V2.01  
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**MEMO Access**

Location:

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

Password:

--OR--

Memo Address:  [Login Help?](#)  
(e.g. first.last@email.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 \(Times/Id/units\)](#)

3. Click the MEID Lookup link.

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**Account MEID Lookup**

Go to PAT  
Forgot My Password  
Forgot My MEID

HRMS Login  
SIS Login  
Blackboard

Enter the information below, using the information you provided to HR (i.e. your full, legal name).

Official First Name:

Official Last Name:

Last four digits of National ID (SSN):

Birthdate:

Enter the code as it is shown below:

This helps prevent automated lookups. If you find the image difficult to read, reload this page to get a new image.

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



5. 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.

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### 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.

Jackson Pollack, your MEID is **JACPO53971** <-- Important

Set your password:

**Password:**  Password Rules

**Retype Password:**

Set your Challenge Questions:

**Question 1:** Select a challenge question

**Question 2:** Select a challenge question

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

6. If an MEID **has** been assigned, the Password Reset page will display with the employee’s name and MEID.
7. In the Set Your Password area, enter a new password in the Password field.
8. In the Retype Password field, enter the new password again.
9. 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.
10. Click the Submit button. The Reset Summary page will display “**Your account was successfully updated.**”

