

## Find Your Enterprise ID

As our Maricopa District moves to a “single sign-on” process for our administrative systems, users will have *one* username for logging into all of our systems. This username identification is called your Enterprise Identification.

You can find your Enterprise ID in your personal profile information in the Personal Administration Tool for our MEMO system.

To find your Enterprise ID, follow the instructions below.

1. If you are at one of the following colleges:

- ? Chandler-Gilbert
- ? District Support Services Center
- ? Estrella Mountain
- ? Paradise Valley
- ? South Mountain

in your web browser, enter the url: **<https://memo.maricopa.edu/usertool.html>**.

If you are at one of the following colleges:

- ? Glendale
- ? GateWay
- ? Phoenix

in your web browser, enter the url: **<https://memo2.maricopa.edu/usertool.html>**.

If you are at one of the following colleges:

- ? Rio Salado
- ? Scottsdale
- ? Mesa

in your web browser, enter the url: **<https://memo3.maricopa.edu/usertool.html>**.

**MEMO** Personal Administration Tool V2.0 About Memo | About Directory Services

Personal Administration Tool Web Calendar Staff Directory WebMail College Links Training

MEMO Access

Location:  (Required Field)

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

Password:

--OR--

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

Password:

\* - 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.

Login Clear Form

**Help Pages Available**

- o My Profile
- o Distribution Lists
- o Email Settings
- o Administrative Options

2. In the Location field, click the Down Arrow, and select your college site.
3. In the Directory Name field, enter your directory name as it displays in the Maricopa Directory. (Usually your First Name <space> Last Name; example Paula Yslas)
4. In the Password Field, enter your Directory password (which is currently your MEMO password).
5. Click the Login button.

**MEMO** Personal Administration Tool V2.0 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, 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**

- What's New in PAT v2.0?
- WebMail Access
- WebMail for IE on Macintosh
- Web Calendar
- Staff Search
- Memo User Support
- About Directory Services

6. Click the My Profile link.

