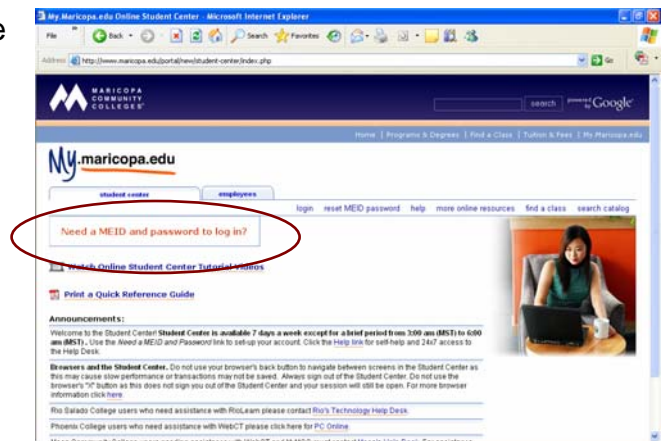


The document below outlines the steps necessary to

- set your password
 - set your challenge questions/answers
 - retrieve your MEID (Maricopa Enterprise ID) from My.maricopa.edu
- Please note all three!

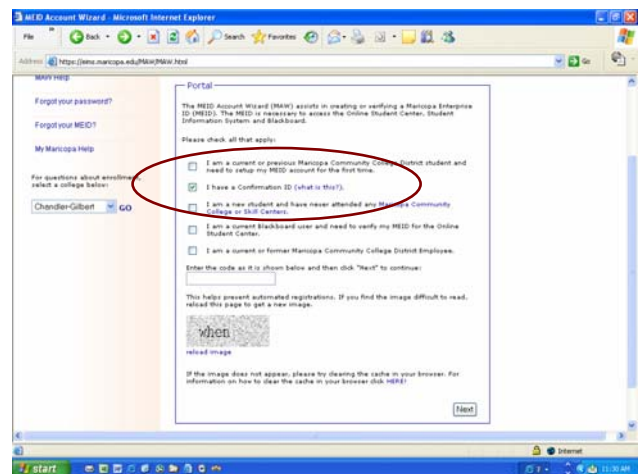
These directions are written for students using a **Confirmation ID**.

- Access the My.maricopa.edu homepage at **my.maricopa.edu**.
- From the My.maricopa.edu homepage click the **Need a MEID and password to login?** button.
 - Please make sure the **student center** tab is selected.



When the MEID Account Wizard **Portal** page appears:

1. Select the checkbox adjacent to the text, **I have a Confirmation ID.** (See additional information regarding your Confirmation ID at the end of this document.)
2. Enter the **code** displayed at the bottom of the Portal page in the text box. (Although directions indicate that entering the code is necessary, frequently selecting the Confirmation ID checkbox takes you directly to the Step 1: Identification Information screen.)
3. Click the **Next** button.



The **Step 1: Identification Information** screen appears.

1. Enter the required information.
* indicates required information
2. Click the **Next** button.

Student Personal Administration Tool (SPAT)

Maricopa Enterprise ID Lookup

Please provide the information below to retrieve your Maricopa Enterprise ID (MEID).

* Confirmation ID: (numbers only) [what is this](#)

* First Name:

* Last Name:

Maiden/Previous Last Name: (optional)

* = Required items Next

The **Input Verification** screen appears.

Review the information presented on the screen.

- If it is not correct, click the **Edit** button.
- If it is correct, click the **OK** button.

MARICOPA COMMUNITY COLLEGE

MEID Account Wizard

Input Verification

Student ID:

National ID (SSN): 600033333

Date of Birth: 1976-09-09

First Name: Stan

Last Name: Student

Middle Name:

Previous Last Name:

Edit OK

The **Step 2: Additional Information** page appears.

1. Fill in all **required and applicable** information.
* indicates required information
2. Enter and retype your **Password**.
3. Click the **Next** Button.

MARICOPA COMMUNITY COLLEGE

MEID Account Wizard

Step 2: Additional Information

Fields marked with * are required

Gender:

*Phone: Home

Current Mailing Address

*Address 1:

Address 2:

Address 3:

GO

Password Requirements:

A valid password is at least seven characters in length and consists of at least one uppercase letter, at least one lowercase letter, at least one number, and no spaces. It can contain special characters, with the exception of the following: ` \$ ^ & () \ | ; ' " < >

Example:
MyPwsd49

The **Identification Information** screen appears.
Review the information presented on the screen.

- If it is not correct, click the **Edit** button.
- If it is correct, click the **OK** button.

MARICOPA COMMUNITY COLLEGE

MEID Account Wizard

Input Verification

Student ID:

National ID (SSN):

Date of Birth:

Gender: Unspecified

Phone: (602) 849-3000 (Home)

Current Address: 6000 West Olive Avenue, Chandler, AZ, 85226, USA

Previous Address:

Email: stan@student@maricopa.edu

Password: *****

Edit OK

The **Step 3: Challenge Question/Answer Setup** screen appears.

Select and create answers to both questions.

Tip: The answers to these challenge questions will be needed if you have to recover your Blackboard/MEID username.



The screenshot shows the 'MEID Account Wizard' interface. The main heading is 'Step 3: Challenge Question/Answer Setup'. Below this, it states: 'Your MEID and Student ID will be displayed after performing the following security step by selecting and setting challenge questions.' The instructions are: 'Please select one question for each of the list below and type in your answer to the question:'. There are two questions, each with a dropdown menu that says 'You must select at least one question'. Below each question is an 'Answer' input field. A 'Submit' button is located at the bottom right of the form area. The left sidebar contains navigation links: Home, Online Help, and My Maricopa Help.

The last screen presents your **MEID**. Please note this!

Tip: Your Student ID is also presented. You may want to note this, too. **However, please remember it is your MEID that is used when logging into Blackboard and your My.maricopa.edu account.**



The screenshot shows the 'MEID Account Wizard' confirmation screen. The main heading is 'Maricopa Enterprise ID Created'. Below this, it states: 'You have successfully setup the challenge questions and answers for password retrieval.' The instructions are: 'To complete the admissions process, you must use your MEID as your username along with your password to log on at my.maricopa.edu'. The instructions also state: 'Please make note of your MEID (on paper if necessary) displayed below. It is your username and is required to log on to various Maricopa applications.' The screen displays 'Your MEID is' followed by a redacted box and '<<-- Important'. Below this, it displays 'Your StudentID is' followed by a redacted box and '<<-- Important'. The left sidebar contains navigation links: Home, Online Help, Forgot your password?, Forgot your MEID?, and My Maricopa Help.

Confirmation ID

This is a number provided by Admissions and Records (Enrollment Center) when a Social Security Number is not provided. If you have not been provided a Confirmation ID, please contact either:

- Admissions and Records - 623.845.3300 or
- 24/7 toll free Blackboard/My.Maricopa.edu help line - 1-888-994-4433.

It is important to know that this number is intended to be used *one time only and expires in 7 days*. If the number you have been given does not work or has expired, please contact either of the resources listed above.