

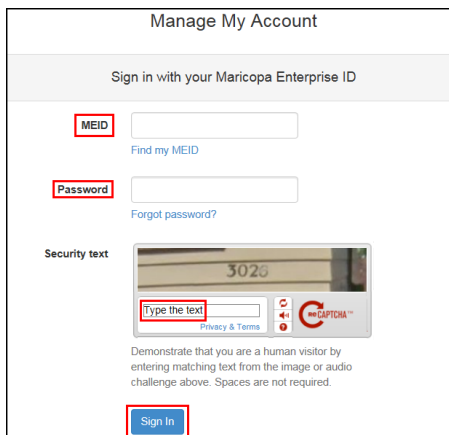
Manage My Account

Manage My Account Login

“Manage My Account” is used to manage your employee profile and Maricopa Enterprise ID (MEID) password.

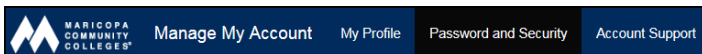
1. Go to Manage My Account:
<https://tools.maricopa.edu/Account/SignIn>.
2. Sign in with your Maricopa Enterprise ID (MEID) and password.

Note: If you’ve forgotten your MEID or password, proceed to the next section.



- Once signed into the system, you are automatically directed to the Password and Security page.

Manage My Account contains 3 pages: My Profile, Password and Security, and Account Support.



My Profile: Change personal information in the Maricopa Directory such as your familiar and directory name, room number, phone numbers and personal URL.

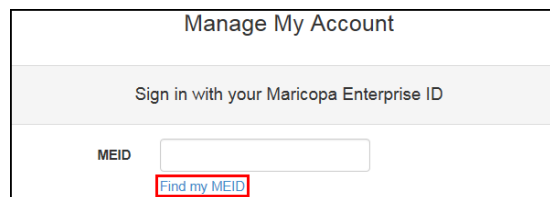
Passwords and Security: Change your MEID password and recovery questions.

Account Support: View frequently asked questions about the Manage My Account Tool.

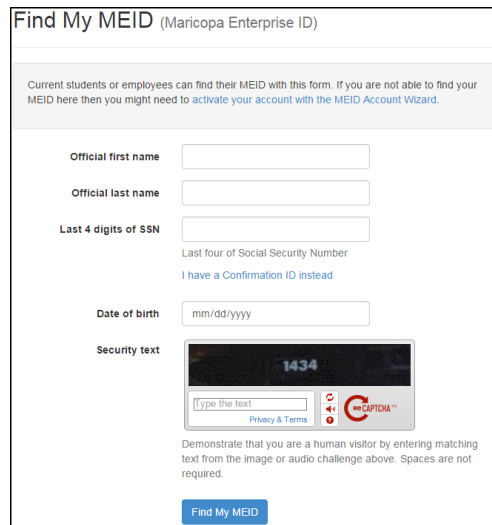
Find Your MEID

Your Maricopa Enterprise ID (MEID) is needed to log into our administrative systems including Google Mail, Student Information System (SIS), Human Resource Management System (HRMS), Canvas, and BOExi.

1. Go to Manage My Account:
<https://tools.maricopa.edu/Account/SignIn>.
2. Click the Find my MEID link.



3. Fill out the completion form.



4. Click Find My MEID.

 - Your MEID will display.



Note: If no MEID displays, please contact your Technology Helpdesk.

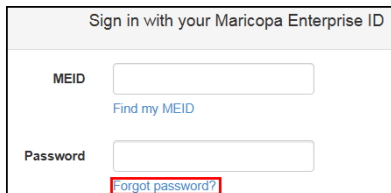
5. When finished, click Sign Out.

Forgotten Password

If you've forgotten your password, create a new password by following these steps:

1. Go to Manage My Account.
<https://tools.maricopa.edu/Account/SignIn>.

2. Click on Forgot password?



Sign in with your Maricopa Enterprise ID

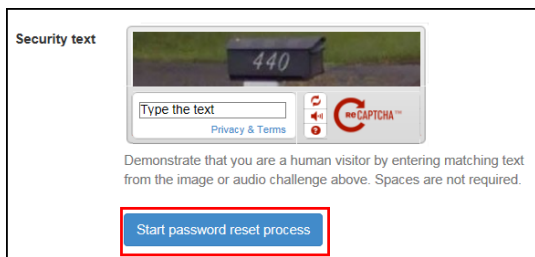
MEID

[Find my MEID](#)

Password

[Forgot password?](#)

3. Fill out the completion form.
4. Click Start password reset process.



Security text

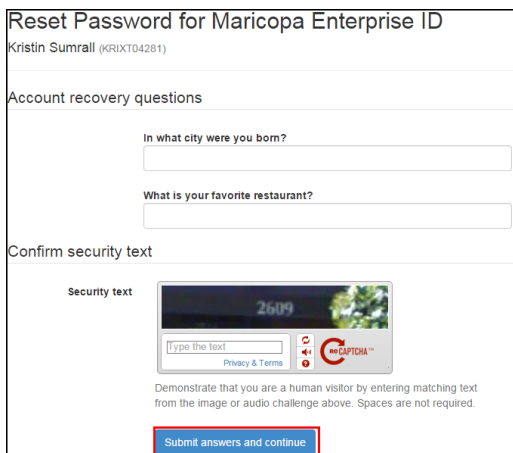
Type the text

[Privacy & Terms](#)

Demonstrate that you are a human visitor by entering matching text from the image or audio challenge above. Spaces are not required.

[Start password reset process](#)

5. Answer your recovery questions.



Reset Password for Maricopa Enterprise ID

Kristin Sumrall (KRXT042B1)

Account recovery questions

In what city were you born?

What is your favorite restaurant?

Confirm security text

Security text

Type the text

[Privacy & Terms](#)

Demonstrate that you are a human visitor by entering matching text from the image or audio challenge above. Spaces are not required.

[Submit answers and continue](#)

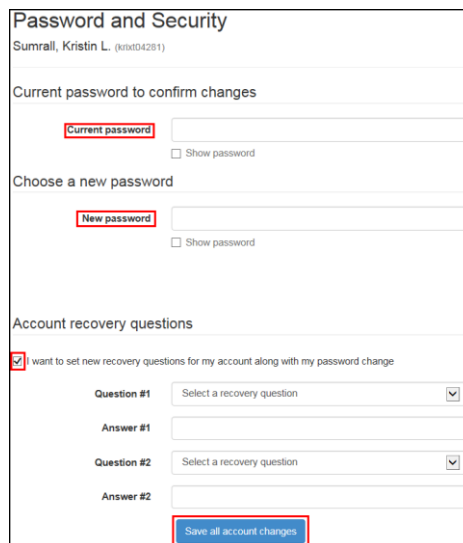
Note: If you've never created recovery questions, you will be prompted to set them up.

6. Click Submit answers and continue.
7. Enter a new password.
8. Click Save new password and finish.
9. Click Sign Out.

Change Your Password

If/when your password is about to expire, you will need to change your password.

1. Log into Manage My Account.
<https://tools.maricopa.edu/Account/SignIn>.



Password and Security

Sumrall, Kristin L. (KRXT042B1)

Current password to confirm changes

Show password

Choose a new password

Show password

Account recovery questions

I want to set new recovery questions for my account along with my password change

Question #1

Answer #1

Question #2

Answer #2

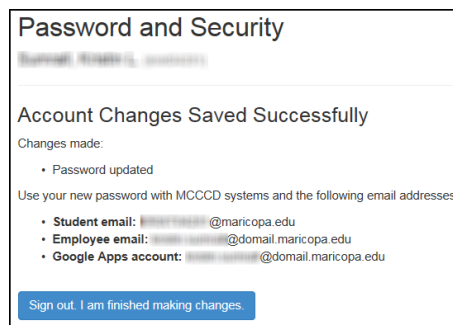
[Save all account changes](#)

2. Enter your current password.
3. Enter a new password.
4. If you want to set new recovery questions for your account, click the check box and type in your questions and answers.

Note: The account recovery questions will only display if you check the box.

5. Click Save all account changes.

Note: Your new password is now saved.



Password and Security

Sumrall, Kristin L. (KRXT042B1)

Account Changes Saved Successfully

Changes made:

- Password updated

Use your new password with MCCC systems and the following email addresses:

- Student email: [redacted]@maricopa.edu
- Employee email: [redacted]@domail.maricopa.edu
- Google Apps account: [redacted]@domail.maricopa.edu

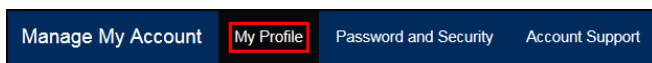
[Sign out, I am finished making changes](#)

6. Click Sign out, I am finished making changes.

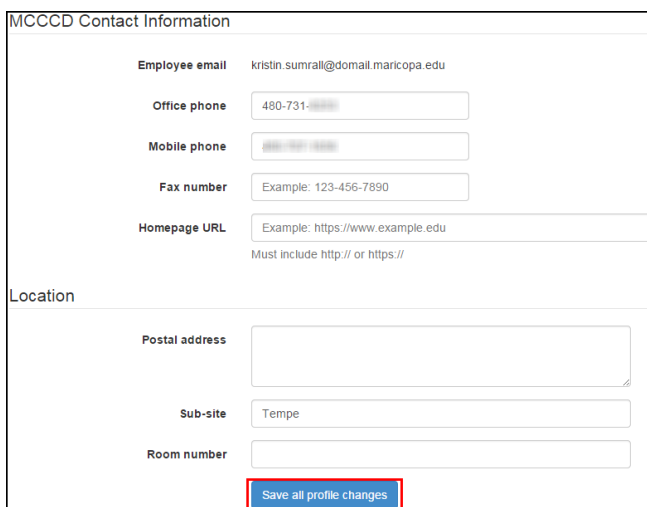
Edit Directory Information

In My Profile, you can edit directory information including a nickname, a title description, office phone, cell phone, fax number, and address.

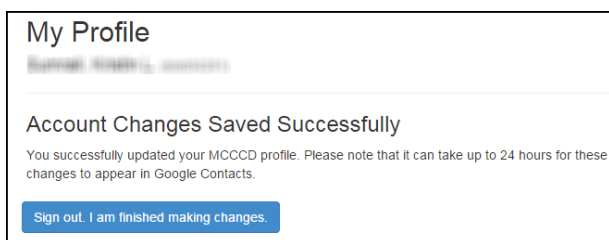
1. Log into Manage My Account.
<https://tools.maricopa.edu/Account/SignIn>.
2. Click on My Profile.



3. Scroll down and enter any changes.
4. Click Save all profile changes.

A screenshot of a web form titled 'MCCCCD Contact Information'. It contains several input fields: 'Employee email' (pre-filled with 'kristin.sumrall@domail.maricopa.edu'), 'Office phone', 'Mobile phone', 'Fax number' (with an example '123-456-7890'), and 'Homepage URL' (with an example 'https://www.example.edu'). Below these is a 'Location' section with 'Postal address', 'Sub-site' (pre-filled with 'Tempe'), and 'Room number' fields. At the bottom right of the form, a blue button labeled 'Save all profile changes' is highlighted with a red rectangular box.

Note: Your account changes will be saved.



5. Click Sign out, I am finished making changes.

Find HR and Student IDs

You can view your HR Employee ID or your Student ID in the My Profile section of the Manage My Account Tool.

1. Log into Manage My Account.
<https://tools.maricopa.edu/Account/SignIn>.
2. Click on My Profile.

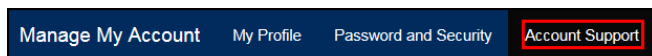


3. In the middle of the page, you will see your MEID, HR Employee ID, and Student ID.



Account Support – FAQ's

1. Log into Manage My Account.
<https://tools.maricopa.edu/Account/SignIn>.
2. Click on Account Support to view frequently asked questions.



- Problems signing in.
- Account recovery questions.
- Editing my profile.
- Google service accounts.

Note: Contact your Technology Helpdesk for additional questions regarding your account.

3. When finished, click Sign Out.

Acknowledgements: Special thanks to Jim Ierley and the CIMS Project Team for their hard work with creating this new tool.