

Manage My Account

Manage My Account Login

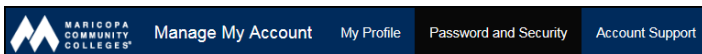
“Manage My Account” is used to manage your employee profile and Maricopa Enterprise ID (MEID) password.

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 Capital Management System (HCM), Financial Management System (FMS), 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.

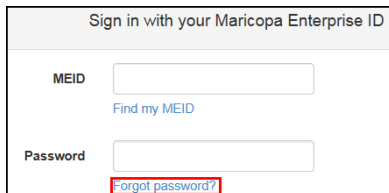
5. When finished, click Sign Out.

Forgotten Password

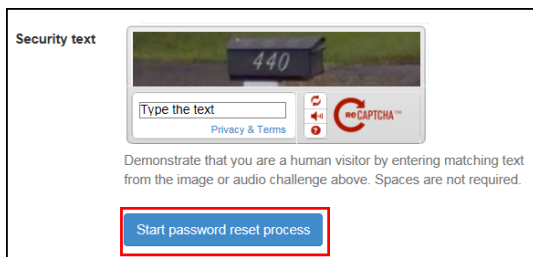
If you've forgotten your password, create a new password by following these steps:

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

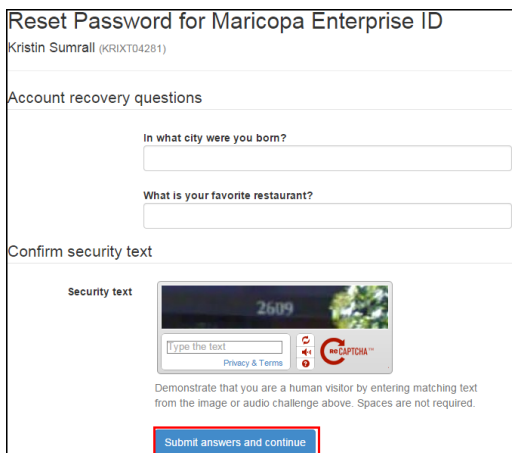
2. Click on Forgot password?



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



5. Answer your recovery questions.



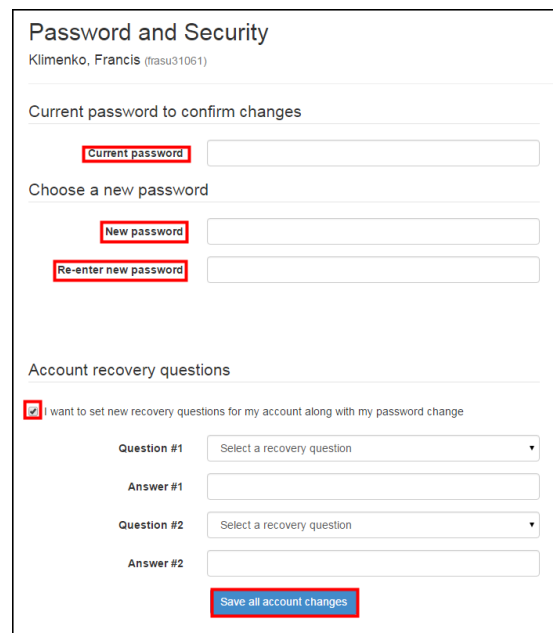
Note: If you've never created recovery questions, you will be prompted to set them up.

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

Passwords are set to expire every 90 to 180 days. Thirty days prior to your password expiration, you will receive an email advising you that your password will be expiring on a specific date. You'll continue to get these notices until you have changed your password. Minimum length of passwords are 10 characters.

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



2. Enter your current password.
3. Enter a new password.
4. Re-enter the new password.
5. 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.

6. Click Save all account changes.

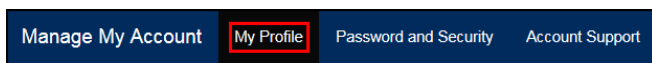
Note: Your new password is now saved.

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

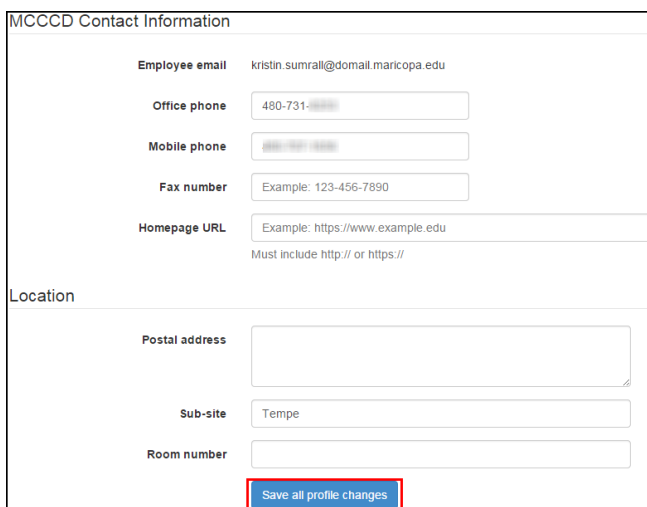
Edit Directory Information

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.



MCCCCD Contact Information

Employee email: kristin.sumrall@domail.maricopa.edu

Office phone: 480-731-XXXX

Mobile phone: XXX-XXX-XXXX

Fax number: Example: 123-456-7890

Homepage URL: Example: https://www.example.edu
Must include http:// or https://

Location

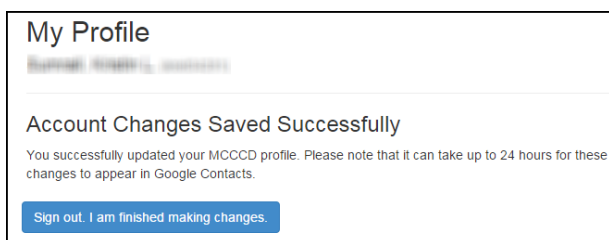
Postal address: [Text Box]

Sub-site: Tempe

Room number: [Text Box]

Save all profile changes

Note: Your account changes will be saved.



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

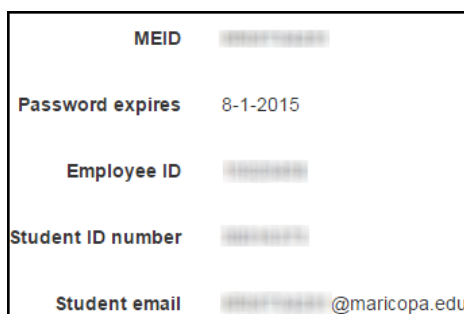
Find HR and Student IDs

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.

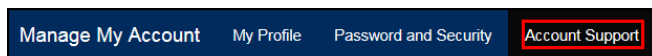


3. In the middle of the page, you will see your MEID, HR Employee ID, and Student ID.



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.