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.
- 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.

Manage My Account My Profile Password and Security 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: <u>https://tools.maricopa.edu/Account/SignIn</u>.
- 2. Click the Find my MEID link.



3. Fill out the completion form.

Find My MEID (Maricopa Enterprise ID)		
Current students or employees MEID here then you might need	can find their MEID with this form. If you are not able to find your to activate your account with the MEID Account Wizard.	
Official first name		
Official last name		
Last 4 digits of SSN	Leaf four of Desial County Mumber	
	I have a Confirmation ID instead	
Date of birth	mm/dd/yyyy	
Security text	Type the text Privey & Terms	
	Demonstrate that you are a human visitor by entering matching text from the image or audio challenge above. Spaces are not required.	
	Find My MEID	

- 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. <u>https://tools.maricopa.edu/Account/SignIn</u>.
- 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	440
	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 (KRIXT04281)		
Account recovery	questions	
	In what city were you born?	
	What is your favorite restaurant?	
Confirm security te	ext	
Security text	Image: Second	
	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

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.

Password and Security Klimenko, Francis (trasu31061)		
Current password to confirm changes		
Current password		
Choose a new password		
New password		
Re-enter new password		
Account recovery questions		
Question #1	Select a recovery question	
Answer #1		
Question #2	Select a recovery question	
Answer #2		

- 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.

MCCCD Contact Information	
Employee email	kristin.sumrall@domail.maricopa.edu
Office phone	480-731-
Mobile phone	
Fax number	Example: 123-456-7890
Homepage URL	Example: https://www.example.edu
Location	must include http:// of https://
Postal address	
Sub-site	Tempe
Room number	
	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.

MEID	100000000000000000000000000000000000000
Password expires	8-1-2015
Employee ID	
Student ID number	1000101010
Student email	@maricopa.edu

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.

Manage My Account My Profile Password and Security Account Support

- 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.