

## MEID and Password Lookup

Your Enterprise ID (MEID) is the user name you will use to sign into the Student Information System (SIS). To look up your MEID or password click on the link "Forgot Your MEID." To get to the screen below click on this link <https://staff.sis.maricopa.edu/psp/STAFF/?cmd=login>

My.maricopa.edu

STAFF  
Authorized Users Please Log In

User ID (MEID):

Password:

By signing in, you agree to the following [terms and conditions](#).

[Forgot Your MEID?](#)

[Forgot Your Password?](#)

The application is available from 6:00am to 3:00am (MST) daily

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Once you click on "Forgot Your MEID?" the screen below will appear. You will need to enter your name as it appears in the staff directory, your social security number and date of birth. Hit submit after you enter the code requested. To view how your name appears in the staff directory, select Staff Directory on the blue banner across the top of the webpage.

MEMO

Personal Administration Tool V2.01

About Memo | About Directory Services

Personal Administration Tool

Web Calendar **Staff Directory** WebMail College Links Training

Account MEID Lookup

Go to PAT  
Forgot My Password  
Forgot My MEID

HRMS Login  
SIS Login  
Blackboard

Enter the information below, using the information you provided to HR (i.e. your full, legal name).

Official First Name

Official Last Name

National ID (SSN)

Birthdate

Enter the code as it is shown below:

This helps prevent automated lookups. If you find the image difficult to read, reload this page to get a new image.

after

[reload image](#)

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Next, you will see your MEID displayed. It is your USERID and is required to log on to the Student Information System (SIS). The final step is to create your password and choose two unique questions to answer. Hit submit.

Password requirements: A valid password is at least **eight characters** in length and consists of at least **one uppercase letter**, at least **one lowercase letter** and at least **one number**. (For example, MyPswd48)

The screenshot shows the MEMO Personal Administration Tool V2.01 interface. The page title is "Password Reset". On the left, there are navigation links: "Go to PAT", "Forgot My Password", "Forgot My MEID", "HRMS Login", "SIS Login", and "Blackboard". The main content area is titled "Set Password and Challenge Questions". It contains the following text: "Please make note of your MEID (on paper if necessary) displayed below. It is your USERID and is required to log on to this and other Enterprise applications (SIS, HRMS, Blackboard).", "Optionally, you may enter a new password and challenge questions at this time.", "For security reasons, if you have not set your two challenge question (or wish to change them), please do so now from the pull-down menus below, and provide answers for both.", "Please make sure you remember your answers as they will be required for authenticate if you lose or forget your password.", "Dual Enrollment, your MEID is **DUA7327006** <<-- Important". Below this, there are two password input fields: "Set your password:" with a "Password:" label and a "Password Rules" link, and "Retype Password:". There are also two challenge question input fields: "Set your Challenge Questions:" with "Question 1:" and "Question 2:" labels, each with a dropdown menu and an answer input field. A note at the bottom states "(current password and challenge questions are not displayed for security reasons)". A "Submit" button is located at the bottom left of the form area.

The below screen will appear if the account was successfully updated. If your account does not update successfully, please contact our Technical Assistance Center at (480) 732-7025.

The screenshot shows the MEMO Personal Administration Tool V2.01 interface. The page title is "Reset Summary". On the left, there are navigation links: "Go to PAT", "Forgot My Password", "Forgot My MEID", "HRMS Login", "SIS Login", and "Blackboard". The main content area is titled "User Modification Summary!". It contains the text: "Your account was successfully updated."

This password is valid for logging into SIS. All passwords must be reset after 120 days. By setting up your challenge questions, you will be able to access the system to reset your password. If you have any questions, please contact the CGCC Dual Enrollment Office at 480-732-7006 or [dualenrollment@cgccmail.maricopa.edu](mailto:dualenrollment@cgccmail.maricopa.edu).