

Using Student Self-Serve online at my.maricopa.edu A guide for assisting students

A student can go to www.my.maricopa.edu and create their new online account if they have a SSN in the system **or** if they enter their SSN online to create their account.

If that student does not want to provide their SSN, then they must be Quick Admitted by an Enrollment Services staff person. When a staff member Quick Admits the student a confirmation id (CID) is generated by the system for that student.

What is a confirmation id? The confirmation id (CID) is an id number that allows a person to authenticate themselves in order to discovered their *MEID & use their student center through my.maricopa.edu.

* A student's user id is a MEID, just like a staff person's user id is a MEID

Upon saving the Quick Admit record a screen will appear that will allow the student to either receive an email that says "Confirmation ID" in the subject line with instructions to access their student account, **or** leave the counter with a piece of paper with the CID printed on it. The student will now be able to use the Student Center by creating an MEID using the link in his/her email, **or** by entering the CID (from the paper we gave them) in a link provided on the my.maricopa.edu page.

The CID is good for seven days. On the eighth day, it will expire. Students will have to contact us again for a new CID.

Exception:

- 1) Current Blackboard students that all ready know their MEID and can go directly to my.maricopa.edu and Login

The CID will NOT be released over the phone.

Steps for Students – their first time using my.maricopa.edu

Click on "First Time Users Start Here" (both new & continuing students)

- a. Student has an SSN in the system
- b. Student will use SSN to authenticate
- c. Student has a CID

OR

Click on "Log in"

- a. Student already knows their MEID