

# Setting up your Student Account

Go to my.maricopa.edu and click First Time Users Start Here  
Follow the directions on the MEID Account Wizard

## NEW STUDENTS

### STEP 1

Check the box – I am a new student and have never attended any Maricopa Community College or Skill Centers

### STEP 2

Enter the Code Word and Click Next

### STEP 3

Enter your Identity Information

\*The information you provide to the college is protected by federal law and cannot be accessed by anyone without your permission.

### STEP 4

Verify the Information

\*Make sure the information you inputted is correct. Any Incorrect data will create difficulties in accessing your account.

If you receive this message: Maricopa Enterprise Account Exists Click I have previously setup my account but forgot my username on the Left side of screen.

\*You will need to follow the Current/Previous Student instructions

### STEP 5

Fill in Additional Information

### STEP 6

Verify the Information

Click OK or Edit to correct any misinformation

### STEP 7

Fill in Challenge Question/Answer Setup.

Pick two Questions and type the Answer to each question. Click Submit

You should see a confirmation screen. Write down your MEID and Student ID.

Keep them and your password in a safe place for future reference.

### STEP 8

Return to My.maricopa.edu

### STEP 9

Click Login

### STEP 10

Use your Maricopa Enterprise ID (MEID) in User ID Field and enter Password

Click Sign In

### STEP 11

Click on your Student Center.

### STEP 12

Under Admissions click MCCCAD Admissions

### STEP 13

Fill in the Admissions Form to admit yourself to the college of your choice

As a current or previous student a MEID has been assigned to you.

You will use the MEID to access your online Student Center. This

MEID is separate from your 8-digit Student ID.

## CURRENT/PREVIOUS STUDENTS

### STEP 1

To retrieve the MEID Click Forgot Your MEID?

### STEP 2

Fill in the Maricopa Enterprise ID Lookup and click Next. \*Make sure to keep this ID in a safe place.

### STEP 3

Once you retrieved your MEID Click Forgot Your Password? and fill in the information requested.

- If you have previously set up Challenge Questions fill in the answers and click Next.
- If you have not set up Challenge Questions a message will appear just above where you entered your MEID and Zip Code. Click the hyperlink [HERE](#) to move on.

### STEP 4

Follow the instruction on to set your Password

Tip: Passwords must contain 8 characters, at least one uppercase and one number

### STEP 5

Retype Password

### STEP 6

Pick two Challenge Questions and type the Answer to each question.

\* These questions will be used if you need to reset your password in the future.

### STEP 7

You should see a confirmation screen.

\* Keep your Password in a safe place for future reference.

### STEP 8

Return to My.maricopa.edu

### STEP 9

Click login under the Student Center tab

### STEP 10

Enter your MEID and Password and click Sign In.

### STEP 11

Click Student Center to view your information