



MAKING YOUR LIFE EASIER

My.maricopa.edu

- | Find Classes | Enroll in Classes | View Your Schedule |
- | View Charges | Online Payment Options | Get Your Grades |
- | Request Transcripts | Update Contact Information |

STUDENTS It's easy to set up an online account and admit yourself to a Maricopa Community College. Just follow these simple steps:

WHAT IS A MEID?

MEID stands for Maricopa Enterprise ID. It is unique to you and is used to log into the Student Center at my.maricopa.edu.

STEP 1

- Click on **Log in** or **Create an account**
- Check **I am a new student and have never attended any Maricopa Community College or Skill Center** or **I am a current or previous Maricopa Community College District student and need to set up my MEID account for the first time**
- Enter the **Code Word**
- Click **Next**

STEP 2

- Fill in **Identity Information**
- Click **Next**
- Verify information
- Click **OK** or **Edit** to correct any information
If you receive a message that an account already exists, then skip to "Forgot Your Username"

STEP 3

- Select your gender, suffix (if this applies),

enter your contact information and password

- Click **Next**
- Verify information
- Click **OK** or **Edit** to correct any information

STEP 4

- Enter your **Challenge Questions and Answers**
- Click **Submit**
- Write down your MEID and password (keep it in a safe place)

STEP 5

- Click **Login** on my.maricopa.edu
- Enter your **MEID (Maricopa Enterprise ID)**
- Enter your **password**
- Click **Sign in**

STEP 6

- Under **Admissions** click **MCCCD Admissions**
- Select College, Program, and Term
- Fill in the **Admissions Form**
- Begin to add **Classes**

Note: You will need to complete the Admissions steps for each College you plan to attend.

IF YOU FORGOT YOUR USERNAME...

- Click **Forgot Your MEID?**
- Enter your information. Click **Next**
- Your MEID will display, please make note of it

IF YOU FORGOT YOUR PASSWORD...

- Click **Forgot Your Password?**
- Enter your **MEID and Zip Code**
- Click **Next**
- If you have challenge questions, then answer the questions and click **Next**
- If you do not have challenge questions, then click **Setup challenge questions**
You cannot logon to my.maricopa.edu until you have setup challenge questions.
- Enter your Information
- Click **Next**
- Enter your **password** in both fields and set your **challenge questions and answers**
- Click **Submit**

HOW DO I...

SEARCH FOR CLASSES

1. Click **Search For Classes** button
2. Select an **Institution** (college), **Term** (semester), and **Search Method** (search for classes)
3. Click **Go**
4. Select at least **Two** search criteria
5. Click **Search** to view results
6. If you are unable to find a course, contact the Advising Office at any college for additional help

REGISTER FOR CLASSES

1. Click **Add a Class** under **Academics** tab
2. Select **Term** (semester), **Program** (credit/non-credit), and **College** from the drop down menu
3. Select **Search for Class** (follow directions above) or enter **Class Number**
4. Click **Select Class** button for open classes
5. Click **Next**
6. Click **Proceed to Step 2 of 3** or repeat steps to add additional classes
7. Click **Finish Enrolling** when done adding classes

REGISTER FOR CLASSES AT ANOTHER MARICOPA COMMUNITY COLLEGE

1. Click **MCCCD Admissions** under **Admissions** tab
2. Select **Term** (semester) and **College**
3. After being admitted, follow instructions above to **Register for Classes**

VIEW MY CLASS SCHEDULE

1. Click **My Class Schedule** under **Academics** tab
2. Select **Term** (semester) and **College**
3. Click **Section Number** in the schedule to see course details
4. Right click mouse to **Print**

DROP/WITHDRAW FROM CLASS

1. Click **Drop a Class** under **Academics** tab
2. Select **Term** (semester) and **College**
3. Check **Select Box** next to the class or classes you wish to drop
4. Click **Drop Selected Classes** box
5. Click **Finish Dropping** to finish

VIEW CHARGES TO MY ACCOUNT

1. Click **Charges Due** under **Finances** tab

VIEW MY FINANCIAL AID

1. Click **View Financial Aid** under **Finances** tab

MAKE A PAYMENT

1. Click **Make a Payment** under **Finances** tab
2. Make the payment using credit card or select payment plan option
3. Print the payment confirmation

VIEW MY GRADES

1. Click **Grades** under **Academics** tab
2. Most recent grades will display
3. Select **Change** button to view grades from other **Terms** (semesters) or **Locations**, then click **Continue** button
4. Click **Printer Friendly Version** box
5. Right click mouse to **Print**

REQUEST OFFICIAL TRANSCRIPTS

1. Click **Official Transcript** from the drop down menu under **Academics** tab
2. Select **Institution** (college)
3. Enter **Quantity** (number)
4. Enter **Recipient Information**
5. Click **Edit Address**
6. Complete the address fields
7. Click **Submit**

UPDATE MY CONTACT AND ADDRESS INFORMATION

1. Click on **Contact Information Box** under **Personal Information** tab
2. Update information
3. Click **Save**
4. Click **Ok**

Getting Help...

- Click the **Help** link in the online Student Center
- Click **Help** link on the student tab of my.maricopa.edu for tutorials, search features and more
- Call Maricopa Helpdesk 1-888-994-4433, available 24 hours a day, 7 days a week

MAKING YOUR LIFE EASIER

My.maricopa.edu

Find Classes	Enroll in Classes	View Your Schedule
View Charges	Online Payment Options	Get Your Grades
Request Transcripts	Update Contact Information	

