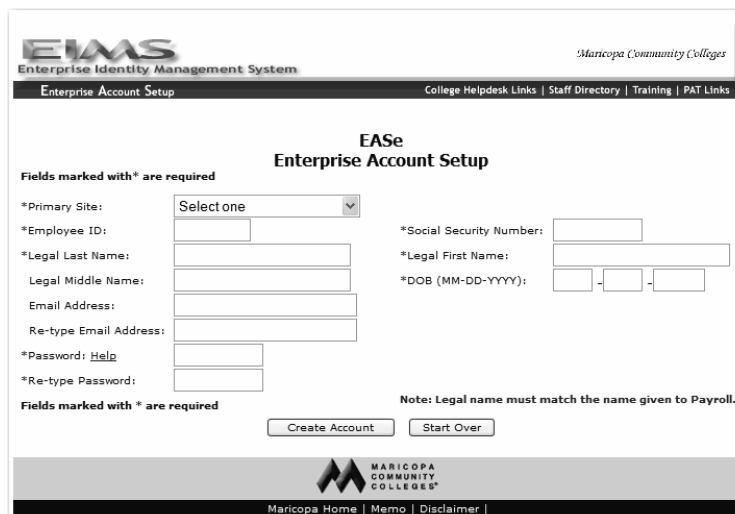


Create Your Enterprise ID

An Enterprise ID is a unique username. Creating an Enterprise ID is a prerequisite to obtaining access to various Maricopa resources related to your position in the Maricopa Community Colleges. These resources may include: Blackboard, DSS, HRMS, PS Portal, Crystal Enterprise Reporting and others. The process of creating an Enterprise ID will also give you an entry in the Maricopa Staff Directory which will allow Maricopa employees to view your contact information.

If you do not have an email account and do not have an Enterprise ID, please follow the steps below to create your own Enterprise ID and Password.

1. Start Internet Explorer
2. In the Address field, enter <https://memo2.maricopa.edu/ease/ease.html>
3. At the Enterprise Identity Management Systems page, read and verify eligibility to create an Enterprise ID.
4. Click the Create an Enterprise ID button.
5. At the enterprise Account Setup page, complete all fields.



The screenshot shows the 'EASE Enterprise Account Setup' form. At the top, it says 'EIMS Enterprise Identity Management System' and 'Maricopa Community Colleges'. Below that, there are navigation links: 'Enterprise Account Setup', 'College Helpdesk Links', 'Staff Directory', 'Training', and 'PAT Links'. The main heading is 'EASE Enterprise Account Setup'. A note states 'Fields marked with * are required'. The form contains several input fields: '*Primary Site:' with a dropdown menu showing 'Select one'; '*Employee ID:'; '*Legal Last Name:', 'Legal Middle Name:', and 'Email Address:'; '*Social Security Number:'; '*Legal First Name:'; '*DOB (MM-DD-YYYY):' with separate boxes for month, day, and year; '*Password:' with a 'Help' link; and '*Re-type Password:'. At the bottom, there are 'Create Account' and 'Start Over' buttons. A footer note says 'Note: Legal name must match the name given to Payroll.' The Maricopa Community Colleges logo and 'Maricopa Home | Memo | Disclaimer' are at the very bottom.

6. Click the Create Account button.
7. Click OK.
8. Click the Confirm button.

