

Finding your Directory Name

In order to login to the Personal Administration Tool (PAT) using your Directory Name and Password, you must know your Directory Name. Your Directory Name is your name as listed in the Address Book/Maricopa Directory (usually FirstName <space> LastName, for example Julie Magadan).

To find your Directory Name, follows these steps:

1. Open a Web browser.
2. Go to <http://memo.maricopa.edu/addressbook.html>.
3. Enter your information into at least one of the fields (Name, Organization, Title, Email, Location, or Department) under Basic Search.
4. Click on the Search button.



The screenshot shows a web form titled "Basic Search". It contains several input fields: "Name:" (text), "Email:" (text), "Organization:" (text with a dropdown arrow), "Location:" (text), "Title:" (text), and "Department:" (text). Below the fields, there are three buttons: "Search", "Reset", and "Help". A note at the bottom right of the form states "entry in at least one field is required".

5. At the MCCCCD Directory Search Results page, click on your name.
6. Click on the Show Properties button.
7. At the MCCCCD Directory Search Results page, your Directory Name is your name as listed in the "Name" field. Use this name to login to PAT.

NOTE: Your Directory Name is derived by combining either the First Name & Last Name values (as listed with Human Resources) or Familiar Name & Last Name values (as modified by the user) provided within PAT. The result of the combination forms the Directory Name that appears in the Maricopa Directory/Address Book. If you want to change your Directory Name, refer to instructions located at http://www.dist.maricopa.edu/training/pdf/memo_pat_qrg04.pdf.