



Blackboard Login Instructions for Students



The course you are taking uses the Blackboard Course Management System. You will need to use the Student Personal Administration Tool (SPAT) to look up your username and password for Blackboard and to maintain your account. The following instructions are designed to help you with the following tasks:

- Find your Maricopa Enterprise ID (MEID) and Set your Password
- Login to Blackboard
- Enter your email address in Blackboard

Find your Maricopa Enterprise ID and Set your Password

1. Go to Maricopa's Blackboard at <https://ecourses.maricopa.edu/webapps/login>.
2. In the **Students** area, click **New Users – Lookup User ID**

Announcements
Maricopa's Blackboard is up and operating normally.

Help Desk and Support
24x7 Toll Free Support Line
1-888-994-4433

Students	Employees
<ul style="list-style-type: none">• Forgot User ID (MEID)• New Users - Lookup User ID• Forgot Password• Help	<ul style="list-style-type: none">• Forgot User ID (MEID)• New Users - Lookup User ID• Forgot Password• Help

Maricopa's Blackboard Login
Enter login information here and click the Login button below.
User ID (MEID):
Password:

CLICK HERE
Click here to access a class that started before August 23, 2008
Maricopa Employee Internal Training

Rio Salado College users who need assistance with RioLearn please contact Rio's Technology Help Desk .
Mesa Community College users needing assistance with MCC Blackboard - WebCT and MyMCC must contact Mesa's Help Desk .
Phoenix College users who need assistance with WebCT please click here for PC Online .

Need Help? Maricopa Blackboard 24x7 Toll Free Support Line 1-888-994-4433

3. The Student Personal Administration Tool (SPAT) will display, fill in all required fields (Maiden/Previous Last Name & Student ID are optional).

Student Personal Administration Tool (SPAT)

Maricopa Enterprise ID Lookup

Please provide the information below to retrieve your Maricopa Enterprise ID (MEID).

* **First Name:**

* **Last Name:**

Maiden/Previous Last Name: (optional)

* **Social Security Number:** (numbers only)

* **Date of Birth:** - - (MM/DD/YYYY)

Student ID: (optional; numbers only)

If you did not provide a piece of information when you registered (for example, your birthdate), you will need to contact Admissions & Records for assistance.

* = Required items

4. Enter your **First Name, Last Name, Social Security Number** and **Date of Birth**.
5. Click **Next**.
6. At the **Set Password and Challenge Questions** screen, you will see your MEID toward the top of the screen. This is your Maricopa Enterprise ID you will need in order to login to Blackboard.

Follow the prompts on the screen to:

- **Set your password.** Click **Password Rules** to make sure you do it right!
- **Set your Challenge Questions.** Be sure to select questions and answers you will remember. You will need them if you need to reset or change your password in the future.

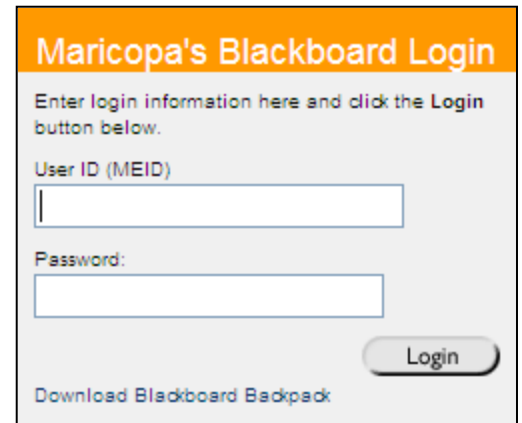


Make note of your MEID and password as you will need them every time you login to Blackboard.

7. Click **Submit**.
8. At the Summary of updates screen, you can click the link to login to Blackboard.

Log in to Blackboard

1. Open your browser and enter this URL in the address line of your browser:
<https://ecourses.maricopa.edu/webapps/login>
2. Enter your **Maricopa Enterprise ID (MEID)** and **Password**; then click **Login**.
3. Blackboard's **My Institution** screen will display. This is your Blackboard "Home Page." The courses you are taking which are using Blackboard will be listed on the right side of the screen under My Courses. From here you can click the link for the course you wish to enter.



Enter Your Email Address in Blackboard

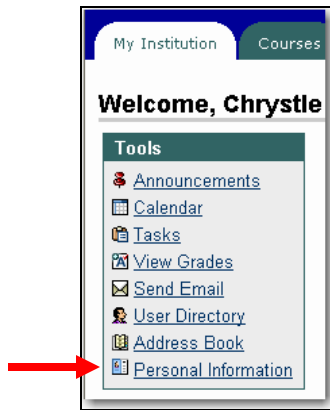
In order for you to use Email in Blackboard for communication with your instructor, **you must have a valid email address and you must enter your email address in the Blackboard system.**

If you do not have an email address, you may sign up with a free service. Here are a few sites where you can get a free email account:

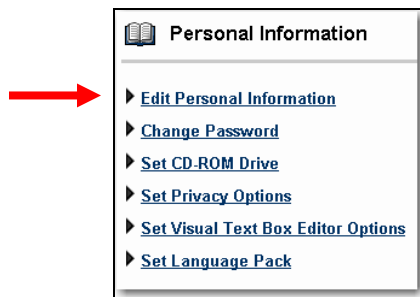
- <http://www.yahoo.com>
- <http://www.msn.com>
- <http://gmail.com>

1. Login to Blackboard. The first screen you will see is the **My Institution** screen.

2. Click on the **Personal Information** link in the Tools palette.



3. Click **Edit Personal Information**.



4. Enter your **Email Address**.
5. Scroll down to the bottom of the screen and click **Submit**.
6. Click **OK**.
7. Click the **My Institution** tab.

Maintain Your Maricopa Enterprise Account

If you forget your MEID or wish to change your password, you will use the Student Personal Administration Tool (SPAT).

A screenshot of the Maricopa Blackboard login page. At the top, there is an 'Announcements' section stating 'Maricopa's Blackboard is up and operating normally.' Below this is a 'Help Desk and Support' section with a '24x7 Toll Free Support Line 1-888-994-4433'. There are two columns of links: 'Students' (Forgot User ID (MEID), New Users - Lookup User ID, Forgot Password, Help) and 'Employees' (Forgot User ID (MEID), New Users - Lookup User ID, Forgot Password, Help). A red arrow points to the 'Students' link, and another red arrow points to the 'Forgot Password' link under 'Students'. To the right is a 'Maricopa's Blackboard Login' form with fields for 'User ID (MEID)' and 'Password', and a 'Login' button. At the bottom, there is a 'CLICK HERE' button for 'Click here to access a class that started before August 23, 2008' and a link for 'Maricopa Employee Internal Training'. Below the main content, there are links for 'Rio Salado College users who need assistance with RioLearn', 'Mesa Community College users needing assistance with MCC Blackboard - WebCT and MyMCC', and 'Phoenix College users who need assistance with WebCT'.

1. Open your browser and go to:
<https://ecourses.maricopa.edu/webapps/login>
2. Under Students, click the appropriate link:
Forgot User ID (MEID)
or
Forgot Password

Need Help? Maricopa Blackboard 24x7 Toll Free Support Line 1-888-994-4433