



# Blackboard Quick Reference Guide

## Finding Your Employee Enterprise ID

As our Maricopa District moves to a “single sign-on” process for our administrative systems, users will have one username for logging into all of our systems. This username identification is called your Enterprise Identification – which is also your Blackboard username. You can find your Enterprise ID in your personal profile information in the Personal Administration Tool (PAT) for our MEMO system. To find your **Enterprise ID** at SCC, follow the instructions below.

**Step 1:** In your web browser, enter the URL: <https://memo3.maricopa.edu/usertool.html> .

**Step 2:** In the *Location* field, click the down-arrow, and select **Scottsdale College**.

**Step 3:** In the *Directory Name* field, enter your directory name as it displays in the Maricopa Directory. (Usually your **First Name** <space> **Last Name**).

**Step 4:** In the *Password Field*, enter your Directory password (which is currently your MEMO -- email password).

**Step 5:** Click **Login**. You will see the screen below:

