

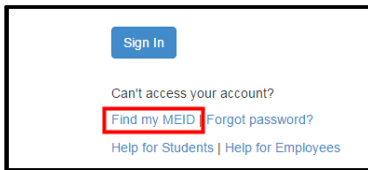
# Dual Enrollment Instructors - Email Access

Dual Enrollment Instructors are assigned a Maricopa Community Colleges email address. All Maricopa business communications are sent to this email.

You will need your MEID and Password to access your Maricopa Community Colleges email. If you are unsure of your MEID and Password continue below otherwise proceed to [Login to Maricopa Community Colleges Email](#).

## Find Your MEID

1. Go to Manage My Account:  
<https://tools.maricopa.edu/Account/SignIn>.
2. Click Find my MEID link.



3. Complete the form, click I'm not a robot and click Find My MEID.



- Your MEID is displayed.



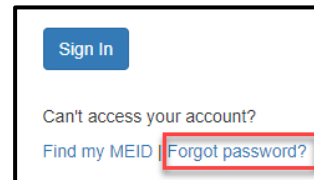
**Note:** If no MEID displays, please contact the Technology Helpdesk at 480-731-8263.

4. When finished, close your browser.

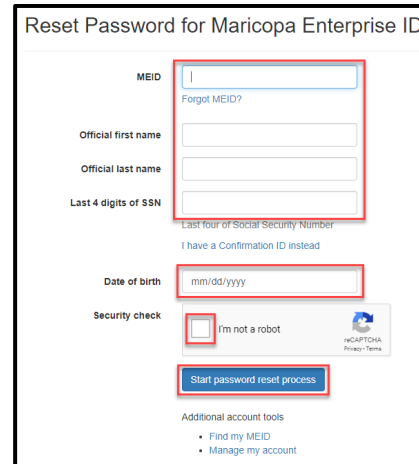
## Reset Your Password

1. Go to Manage My Account:  
<https://tools.maricopa.edu/Account/SignIn>.

2. Click Forgot Password? link.



4. Complete the form, click I'm not a robot (you may have to click on pictures) and click Start password reset process.



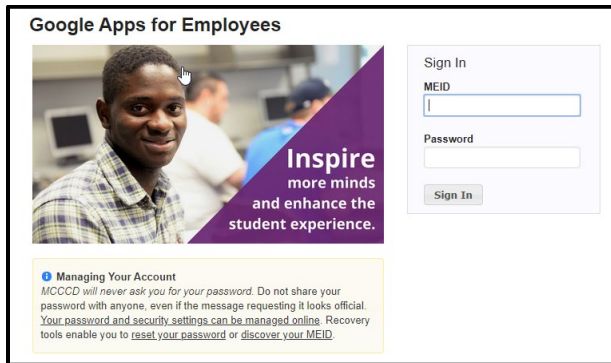
5. Answer your recovery questions and click Submit answers and continue.

**Note:** If you have not created recovery questions, you will be prompted to create them.

6. Enter New Password.
7. Click Save New Password and Finish.
8. When finished, close your browser.


# Login to Maricopa Community Colleges Email

1. Navigate to <https://accounts.maricopa.edu>.
2. Enter your MEID and Password. Click Sign In.



## Forward Email

You may want to forward your Maricopa Community Colleges email to another email address that you use more often.

1. Login to your Maricopa Community Colleges email.
2. In the top right, click Settings 
3. Click Settings.
4. At the top, click Forwarding and POP/IMAP tab.

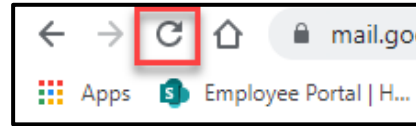


5. In Forwarding, click Add a forwarding address.



6. Enter the email address to which you want to forward your emails.
7. Click Next > Proceed > OK.
8. To verify the new email address, in the forwarding email inbox, open the verification message and click the link.


9. In your Maricopa Community Colleges Email, click Refresh in the top left hand corner of your browser.



10. In the "Forwarding" section, select Forward a Copy of Incoming Mail to and choose to **keep Maricopa Community College District Mail's copy in the inbox.**
11. At the bottom of the page, click Save Changes.
12. When finished sign out.

## Cancel Email Forwarding

When you no longer want to forward your Maricopa Community Colleges email, cancel email forwarding.

1. Login to your Maricopa Community Colleges Email
2. In the top right, click Settings. 
3. Click Settings.
4. At the top, click Forwarding and POP/IMAP tab.
5. In Forwarding, click Disable Forwarding.



6. At the bottom, click Save Changes.
7. When finished Sign out.