


Moving Memo Account

1. Go to <http://pvmail.maricopa.edu>
2. Select the PAT tool (third from the bottom)
3. Select **My Profile**
4. At the bottom of the screen click on User ready to move **Yes**.
5. Send an Email to the Memo Admin/Helpdesk that your account is ready to move.
6. (It may take two Business days for your account to move)

MEMO



MARICOPA
COMMUNITY
COLLEGES®

Personal Administration Tool V2.0 Main Help Logout

My Profile
My Profile
Distribution Lists
Email Settings

Loretta Mondragon Last Modified on: 05-20-2004 Synchronization Status: Synchronized

Change Password(s)

Click here for password requirements

New Password <input type="text"/>	Password change applies to:
Re-type Password <input type="text"/>	<input checked="" type="checkbox"/> Directory Information Password
Current Pswd Expires 09-03-2004	<input checked="" type="checkbox"/> Memo Email Password

Phone Number

Telephone [AreaCode-Prefix-Last4] 602 787 7787 <input type="button" value="clear"/>	Pager Number [AreaCode-Prefix-Last4] Not Entered <input type="button" value="clear"/>	Fax Number [AreaCode-Prefix-Last4] 602 787 7785 <input type="button" value="clear"/>
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Employee Information

If you want to Change Your Name, click here for Information and Limitations.

Directory Name (as it appears in Address Book) Loretta Mondragon	Familiar Name (e.g. Johnny, Bob, Cathy, Willie, etc.)
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Location

Room Number 	Site: Paradise Valley College Sub-Site (e.g. Red MTN, MSC, WC, Tempe) 	Postal Address
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Additional Information

Employee ID	Name Change Information and Limitations	
Last Name: Mondragon	Generation Qualifier	
First Name: Loretta	MiddleName/Initial	
Email Address: loretta.mondragon@pvmail.maricopa.edu	Department	Information Resource Tech Svcs
Title	Employee Type	
Description	Maricopa HomePage	

User Move Pending - No
Site Ready To Move User - No
User Ready To Move? No Yes