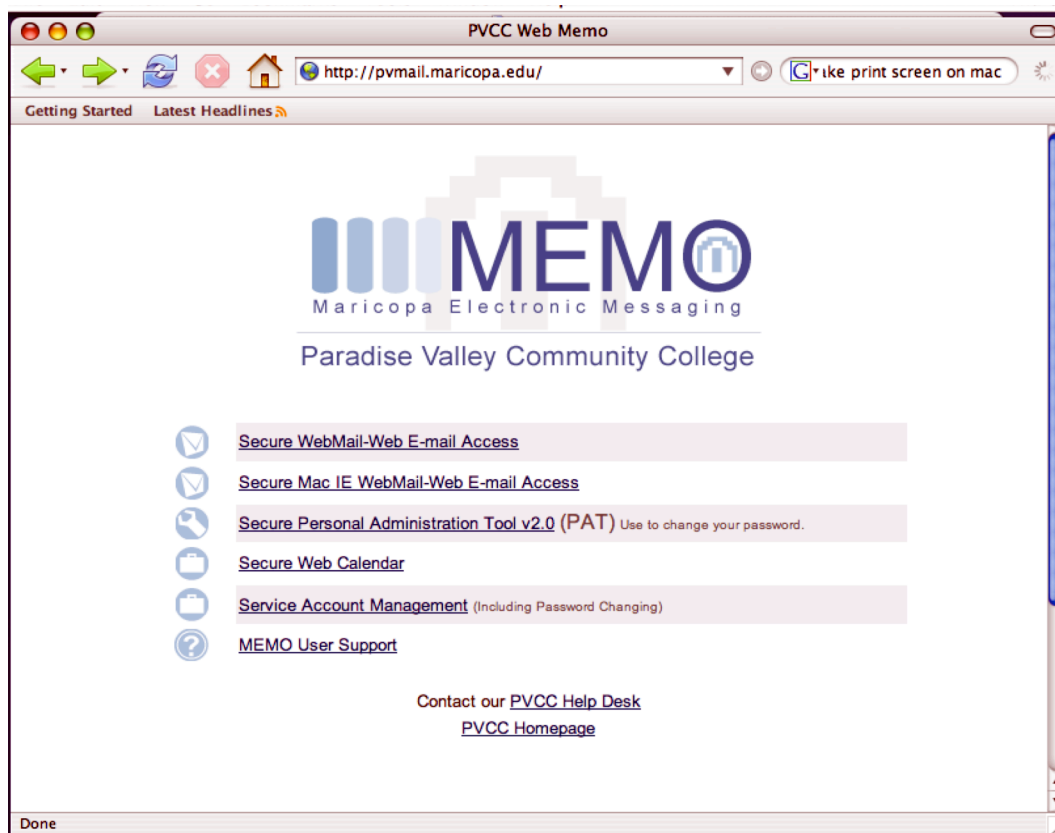


Accessing to Service Account Management (Including Password Changing)

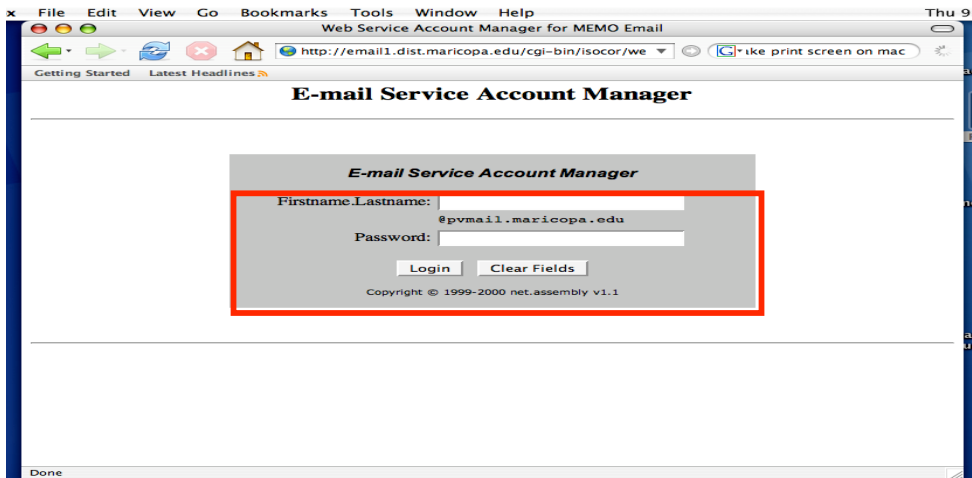
Below are the directions on how to access the Service Account Management (Including Password Changing)

If you need further assistance please contact the helpdesk 77780 and a technician will contact you, to schedule a time to assist you.

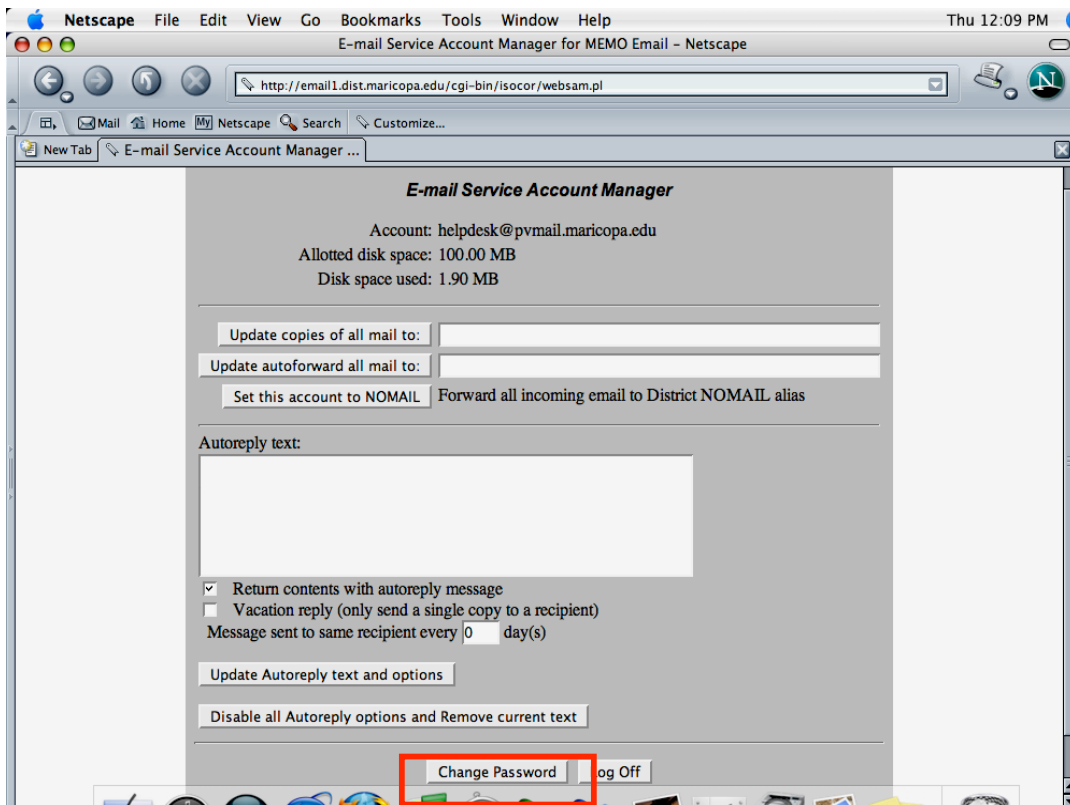
1. Type **http://pvmail.maricopa.edu** in the location bar
2. Click on **Service Account Manager Tool**



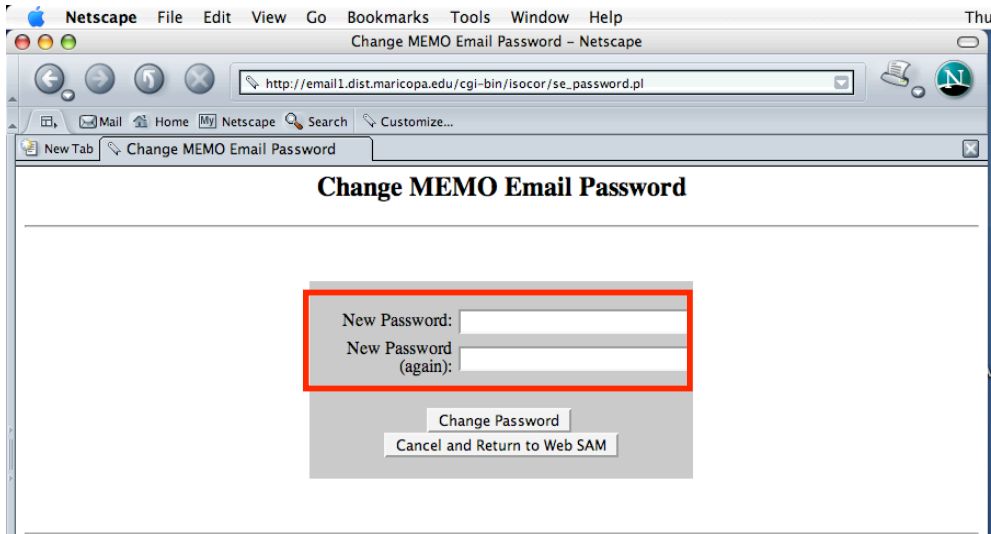
4. In the Memo Address Box: Type in your **first name.last name** and your **Password**
5. Click on **Login**



6. Click on **Change Password** button



7. Type your **New password**



8. Once you change the **password** Click on **Log Off** button to logout of Memo Account