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## ***myUM Account Welcome and Overview***

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This document provides an overview of myUM Authentication and applications and services frequently used by students.

Visit the IT Help Desk website <http://www.umaryland.edu/helpdesk> to access online support documentation, forms, and frequently asked questions for applications and services supported by the IT Help Desk.

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### **About your myUM ID and myUM Authentication**

Your myUM ID and password is your gateway to many resources provided by the University of Maryland, Baltimore. myUM Authentication is used in many systems including:

- SURFS
- myUM Mail
- Mediasite
- Blackboard
- Campus Wireless Network
- Various Websites
  - SSW Field Placement
  - Dental School Student Composite
  - myUM Portal
  - UM Alerts

To access these systems you will need to log in with your myUM ID and password.

myUM Accounts are managed from the myUM Account Management site (<https://directory.umaryland.edu>). From here you can change your myUM password, verification question, or myUM ID.

### **Setting up your myUM ID and myUM Password**

Before you log into your myUM accounts, you will need to create a myUM ID and myUM Password.

1. Go to the myUM Account Management Site (<https://directory.umaryland.edu>) and click on the link “New User, Setup Account”.
2. Verify your identity by entering your last name and date of birth.
  - a. Use the radio button to select either the option to enter the last four digits of your social security number or the myUM PIN.

**NOTE:** If your student record does not contain a Social Security Number, you will need to use the myUM PIN option.

Click on the myUM PIN Help Button and enter your Student ID number to have a myUM PIN emailed to the email address listed in your student record.
  - b. Click on the Submit button.
3. Create your myUM ID (username).

The myUM ID gives users the ability to create a customized username. To search for an available ID, click on the “Check Availability” button after entering your desired myUM ID. If your desired ID is available within the system, then click on the “Set ID” button to save.

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4. Set up your Secret Verification Question and Answer.  
Use the drop-down list to select a Secret Verification question and provide an answer in the text box.
5. Create your myUM password.  
Passwords must be secure. Choose a password that is as difficult as possible for a would-be intruder to guess. Your myUM password must meet the following requirements:
  - 8-32 characters in length
  - At least one uppercase character
  - At least one lowercase character
  - At least one numerical digit
  - At least one special character (for example: #,!, \$,%)
6. After you have successfully created a myUM password, click on the “Continue” button to return to the main myUM Account Management site.
7. Click the “Log Off” button to log out of the myUM Account Management website.

**NOTE:** If authorized by your school, you may be asked to also create your myUM Mail address during this process.

## **SURFS**

From the SURFS website, you can register for classes as well as view your grades, current course schedule, billing information, personal information and financial aid information.

To access SURFS go to <http://simsweb.umaryland.edu>. Click on the picture on the left side of the page to sign on to SURFS.

Please go to <http://www.umaryland.edu/helpdesk/products/surfs> for more information about SURFS.

## **myUM Mail**

The myUM Mail system provides email accounts for currently enrolled students of the University. If your status with the university changes from active to inactive because you graduate or discontinue enrollment as a student, you will lose access to your myUM Mail account.

### **Creating your myUM Mail Email Address**

Starting Fall 2010, new students will be able to create their own myUM Mail address; your myUM Mail address will end with '@umaryland.edu'.

Once authorized by your school to create your email address, log into the myUM Account Management Site (<https://directory.umaryland.edu>). If the myUM Mail Set Up pages do not automatically load, click on the “Setup myUM Mail” link posted on the left side of the page.

If you do not receive authorization to create your myUM Mail address one week before the start of classes, contact the IT Help Desk.

### **Accessing Your Email Account**

To access your email account, go to <https://webmail.umaryland.edu>. As a first time user, the system will ask you to enter your full name, your email address, and your reply-to email address.

You can read your email from the myUM Mail website; access your email from another program such as Outlook, Apple Mail or Entourage; or forward your myUM Mail to another existing email account. Your myUM mail account comes with 2GB of storage space.

Please go to <http://www.umaryland.edu/helpdesk/products/myumbmail> for more information about the myUM Mail system such as email forwarding and accessing your account through IMAP or POP3.

## **Blackboard**

Most online courses and online course content are accessed through the Blackboard system. Classes in Blackboard are usually not available until the first day of class.

Another component of the Blackboard system is your One Card Account. You can add funds to your UM One1Card account and view transactions. This can be used to pay for services at various on and off-campus vendors such as copy or print services, vending machines, cafes and restaurants.

To access Blackboard, go to <http://blackboard.umaryland.edu>.

Please go to <http://www.umaryland.edu/blackboard> for more Blackboard support information.

## **QUESTIONS?**

For questions concerning your myUM Account, SURFS, myUM Mail, or Blackboard, call the IT Help Desk at 410-706-HELP (4357), or e-mail the IT Help Desk at [help@umaryland.edu](mailto:help@umaryland.edu) .