

December 2011

Creating a myUM ID and Password

This document contains instructions on how to set up your myUM ID and password. Your myUM ID and password is used to log into many resources provided by the University of Maryland such as eUM, the myUM Portal, Blackboard, Mediasite, COEUS, Effort Reporting, SURFS, GoogleApps@UMaryland and myUM Mail.

In an effort to reduce the number of usernames and passwords needed across campus, CITS is working to add more systems to myUM Authentication. For more information about myUM Authentication or your myUM ID and password, go to <http://www.umaryland.edu/helpdesk>.

- 1) Go to the myUM Account Management Site (<https://directory.umaryland.edu>) and click on the **New User, Set Up Account** link.

The screenshot shows a web browser window titled "myUMB Account Management Site - Windows Internet Explorer". The address bar shows the URL "https://directory.umaryland.edu/pw2011.asp". The page header includes the University of Maryland logo and the text "UNIVERSITY of MARYLAND THE FOUNDING CAMPUS" and "REAL-WORLD THINKING | WORLDWIDE REACH™". The date and time are "Friday, May 20, 2011 9:34:12 AM" and the IP address is "134.192.64.224". A "HELP" link is visible in the top right.

The main content area is titled "myUMB Account Management Site" and contains the following text:

This site is for setting up and modifying details of your myUMB Account. The following enterprise applications use the myUMB Account:

- *myUMB Portal*
- *Google Apps @UMaryland*
- *SURFS*
- *Blackboard*
- *MediaSite*
- *iTunes University*
- *Accellion Secure File Transfer*
- *eUMB Applications (HRMS, Financials, RAVEN) via myUMB Portal*
- *COEUS*
- *MAXIMUS*
- *Campus Wireless/VPN*

Please enter a valid myUMBid and click *Submit*

myUMBid: [What is myUMBid?](#)

[New User, Set Up Account](#)
[Forgot your myUMB Password](#)
[I cannot log into myUMB Account](#)

The footer contains the text: "The University of Maryland is the founding campus of the University System of Maryland 620 W. Lexington St., Baltimore, Maryland | 410-706-3100 © 2011 University of Maryland All rights reserved. Privacy Statement | Accessibility Statement | Contacts"

2) Verify your identity

The information you enter must match what is listed on your employee, student, or affiliate record.

- a) Enter your **Last Name**
- b) Enter your **Date of Birth** (Month, Day, Year)
- c) Select the option for either the “Last 4 digits of Social Security Number” or the “myUM PIN”.

NOTE: If you are an affiliate or your employee or student record does not contain a Social Security Number, you will need to enter a 4-digit myUM PIN. The system will not be able to find your account using the last 4 digits of a Social Security Number.

Go to page 15 of this document for instructions on how to obtain a myUM PIN.

- d) Enter the Last 4 digits of your Social Security Number or a myUM PIN.
- e) Click the **Submit** button to search for your account.

myUMB Account Management Site - Windows Internet Explorer

https://directory.umaryland.edu/pw2011.asp?ICT=NP

File Edit View Favorites Tools Help

myUMB Account Management Site

Friday, May 20, 2011 1:32:34 PM
Requesting IP Address: 134.192.64.224

HELP ?

myUMB Account Management Site

This site is for setting up and modifying details of your myUMB Account. The following enterprise applications use the myUMB Account:

- myUMB Portal
- Google Apps @UMaryland
- SURFS
- Blackboard
- MediaSite
- iTunes University
- Accellion Secure File Transfer
- eUMB Applications (HRMS, Financials, RAVEN) via myUMB Portal
- COEUS
- MAXIMUS
- Campus Wireless/VPN

Please identify yourself by entering the information below and clicking "Submit"

Last Name:

Date of Birth (Month/Day/Year): / /

Please select either the last 4 of SSN or myUMB PIN and enter its value:

Last 4 digits of Social Security Number:

myUMB PIN (4 digits):

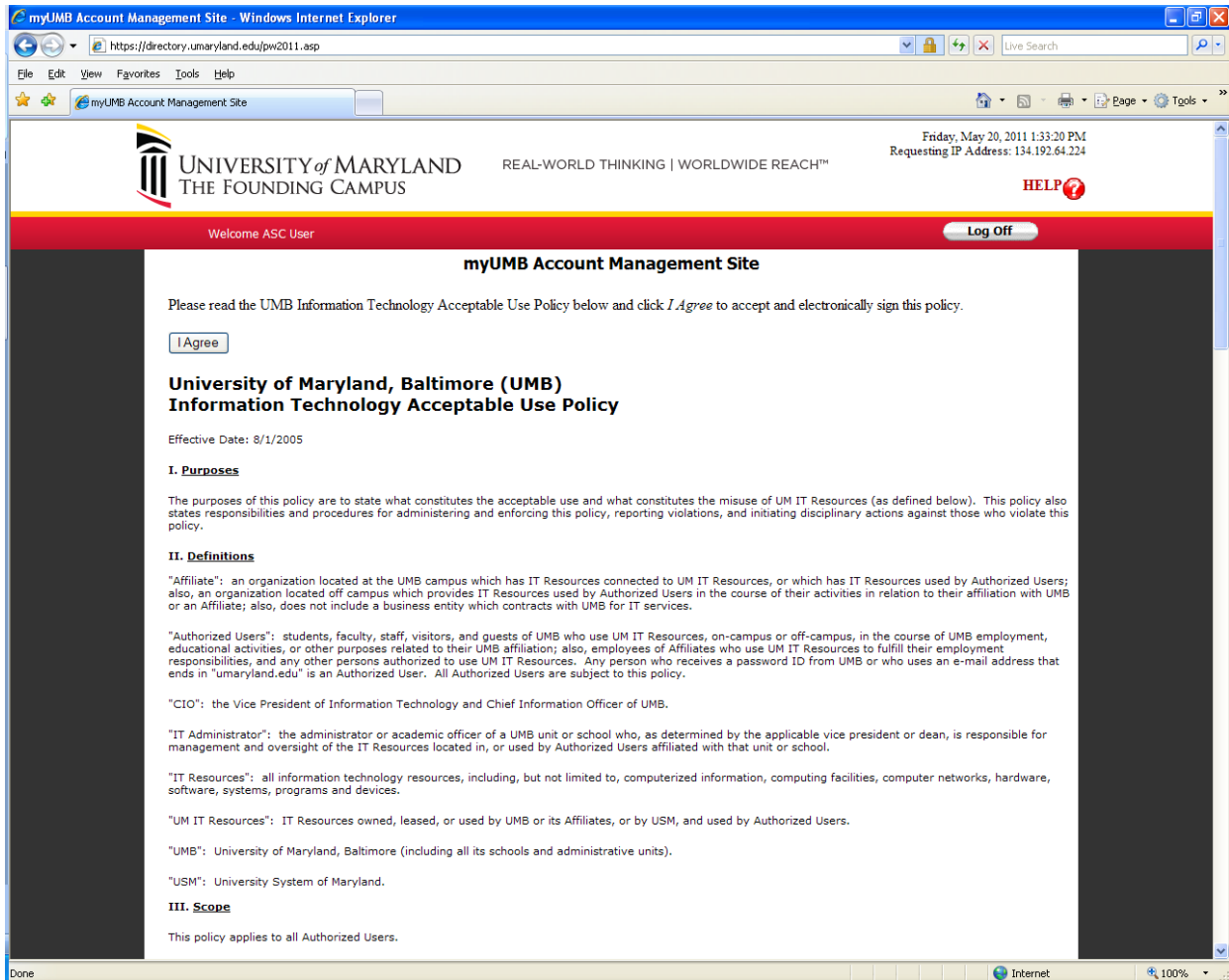
If you do not have a Social Security Number or it is not on record with the university, use this tool to generate a myUMB PIN.

[▶ Clear Info & Start Over](#)

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3) Agree to the “Terms of Use”

When the system finds your account, it will display the terms of use. After you review the Terms of Use, click on the “I Agree” button to proceed.



myUMB Account Management Site - Windows Internet Explorer

https://directory.umaryland.edu/pw2011.asp

File Edit View Favorites Tools Help

myUMB Account Management Site

Friday, May 20, 2011 1:33:20 PM
Requesting IP Address: 134.192.64.224

HELP ?

Welcome ASC User [Log Off](#)

myUMB Account Management Site

Please read the UMB Information Technology Acceptable Use Policy below and click *I Agree* to accept and electronically sign this policy.

University of Maryland, Baltimore (UMB) Information Technology Acceptable Use Policy

Effective Date: 8/1/2005

I. Purposes

The purposes of this policy are to state what constitutes the acceptable use and what constitutes the misuse of UM IT Resources (as defined below). This policy also states responsibilities and procedures for administering and enforcing this policy, reporting violations, and initiating disciplinary actions against those who violate this policy.

II. Definitions

"Affiliate": an organization located at the UMB campus which has IT Resources connected to UM IT Resources, or which has IT Resources used by Authorized Users; also, an organization located off campus which provides IT Resources used by Authorized Users in the course of their activities in relation to their affiliation with UMB or an Affiliate; also, does not include a business entity which contracts with UMB for IT services.

"Authorized Users": students, faculty, staff, visitors, and guests of UMB who use UM IT Resources, on-campus or off-campus, in the course of UMB employment, educational activities, or other purposes related to their UMB affiliation; also, employees of Affiliates who use UM IT Resources to fulfill their employment responsibilities, and any other persons authorized to use UM IT Resources. Any person who receives a password ID from UMB or who uses an e-mail address that ends in "umaryland.edu" is an Authorized User. All Authorized Users are subject to this policy.

"CIO": the Vice President of Information Technology and Chief Information Officer of UMB.

"IT Administrator": the administrator or academic officer of a UMB unit or school who, as determined by the applicable vice president or dean, is responsible for management and oversight of the IT Resources located in, or used by Authorized Users affiliated with that unit or school.

"IT Resources": all information technology resources, including, but not limited to, computerized information, computing facilities, computer networks, hardware, software, systems, programs and devices.

"UM IT Resources": IT Resources owned, leased, or used by UMB or its Affiliates, or by USM, and used by Authorized Users.

"UMB": University of Maryland, Baltimore (including all its schools and administrative units).

"USM": University System of Maryland.

III. Scope

This policy applies to all Authorized Users.

Done Internet 100%

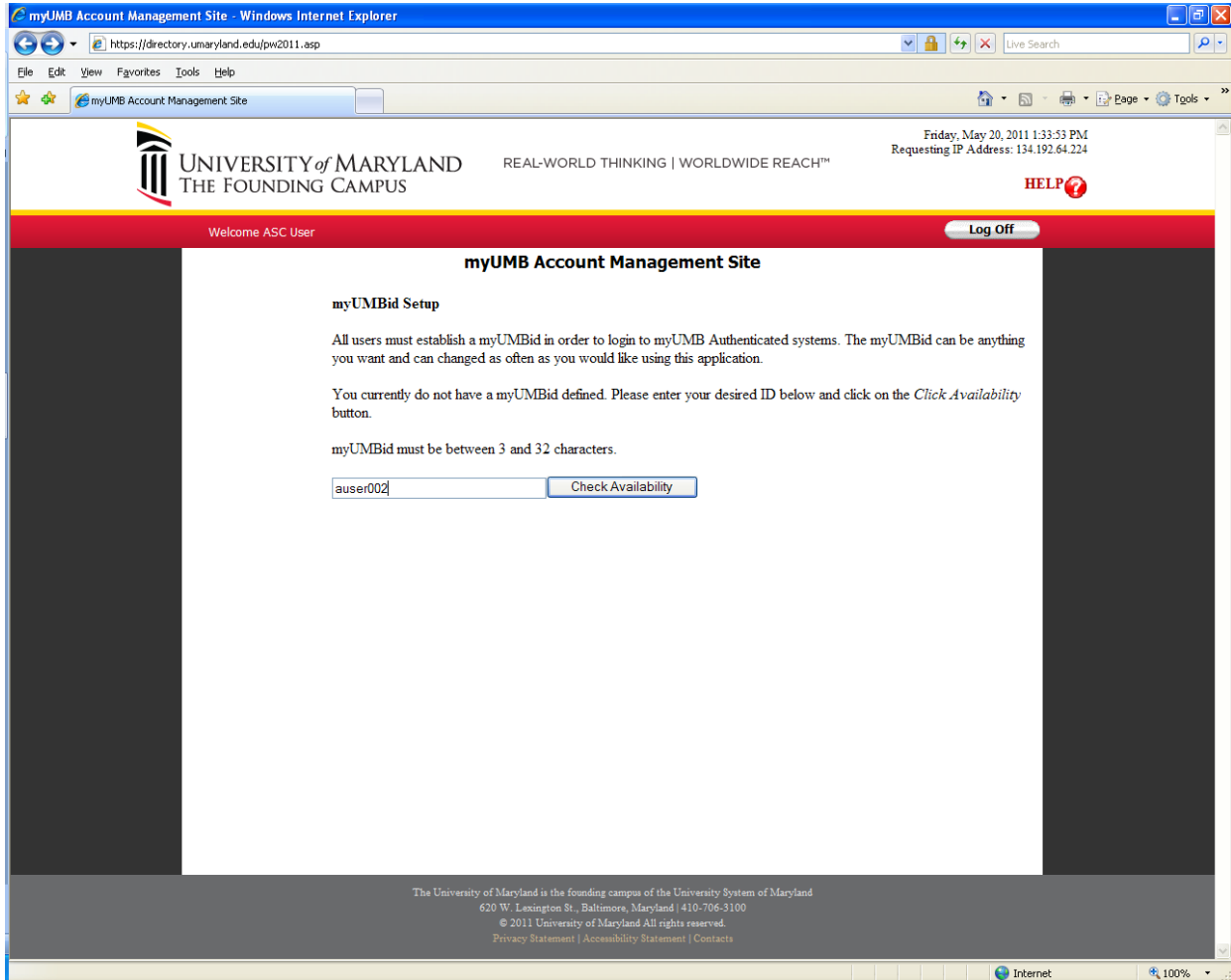
4) Set up your myUM ID

The myUM ID is your self-created username for any myUM Authenticated system.

Your myUM ID may contain letters, numbers, and special characters and must be between 3 and 32 characters in length.

To set up a myUM ID:

- a) Enter your desired myUM ID and click on the “Check Availability” button.



b) If the myUM ID is available, click on the “Set myUM ID” button.

NOTE: If you want to search for another myUM ID, click on the “Search Again” button

The screenshot shows a web browser window titled "myUMB Account Management Site - Windows Internet Explorer". The address bar displays "https://directory.unimaryland.edu/pw2011.asp". The page header includes the University of Maryland logo and the text "UNIVERSITY of MARYLAND THE FOUNDING CAMPUS" and "REAL-WORLD THINKING | WORLDWIDE REACH™". A "HELP" icon is visible in the top right. Below the header, a red banner says "Welcome ASC User" and "Log Off". The main content area is titled "myUMB Account Management Site" and contains the following text:

myUMBid Setup

All users must establish a myUMBid in order to login to myUMB Authenticated systems. The myUMBid can be anything you want and can be changed as often as you would like using this application.

auser002 is available. If you would like to set your myUMBid to **auser002**, click the *Set myUMBid* button below. You can also click *Search Again* to check availability of another ID.

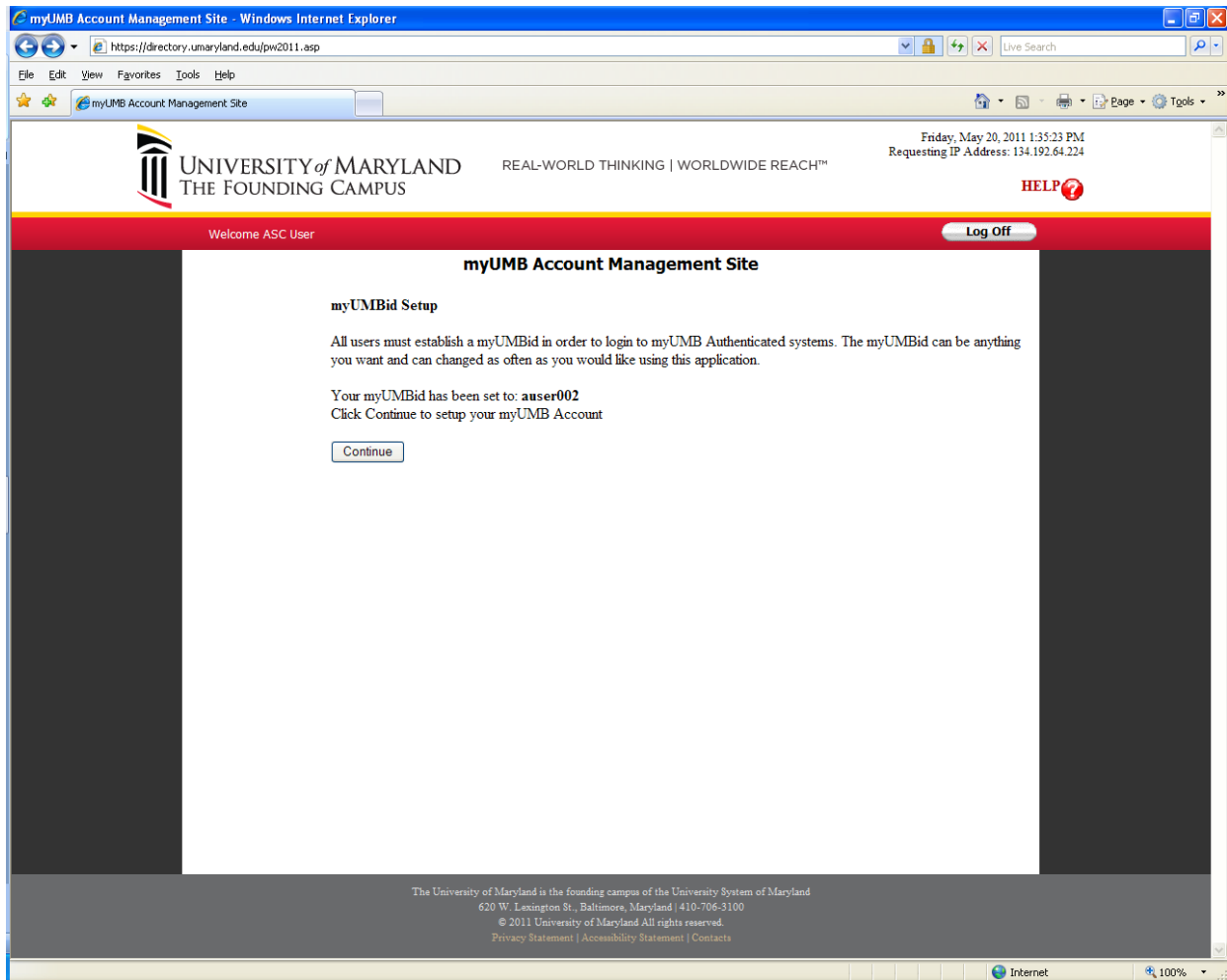
At the bottom of the content area, there are two buttons: "Set myUMBid" and "Search Again".

The footer of the page contains the following text:

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c) Once you have set up your myUM ID, the system will display a confirmation page.

Click on the “Continue” button to set up your Secret Question/Answer..



5) Set up your Secret Question and Answer

If you ever forget your myUM ID or myUM Password, you can use the Forgot Password feature on the myUM Account Management site.

When you select this option, the system will find your account and then use the Secret Question and Answer you provided to verify your identity.

- a) By default, the question "What is your pet's name?" appears. Use the drop-down menu to select another verification question.
- b) Provide an answer to the verification question.

The answer must be between 3 and 32 characters in length.

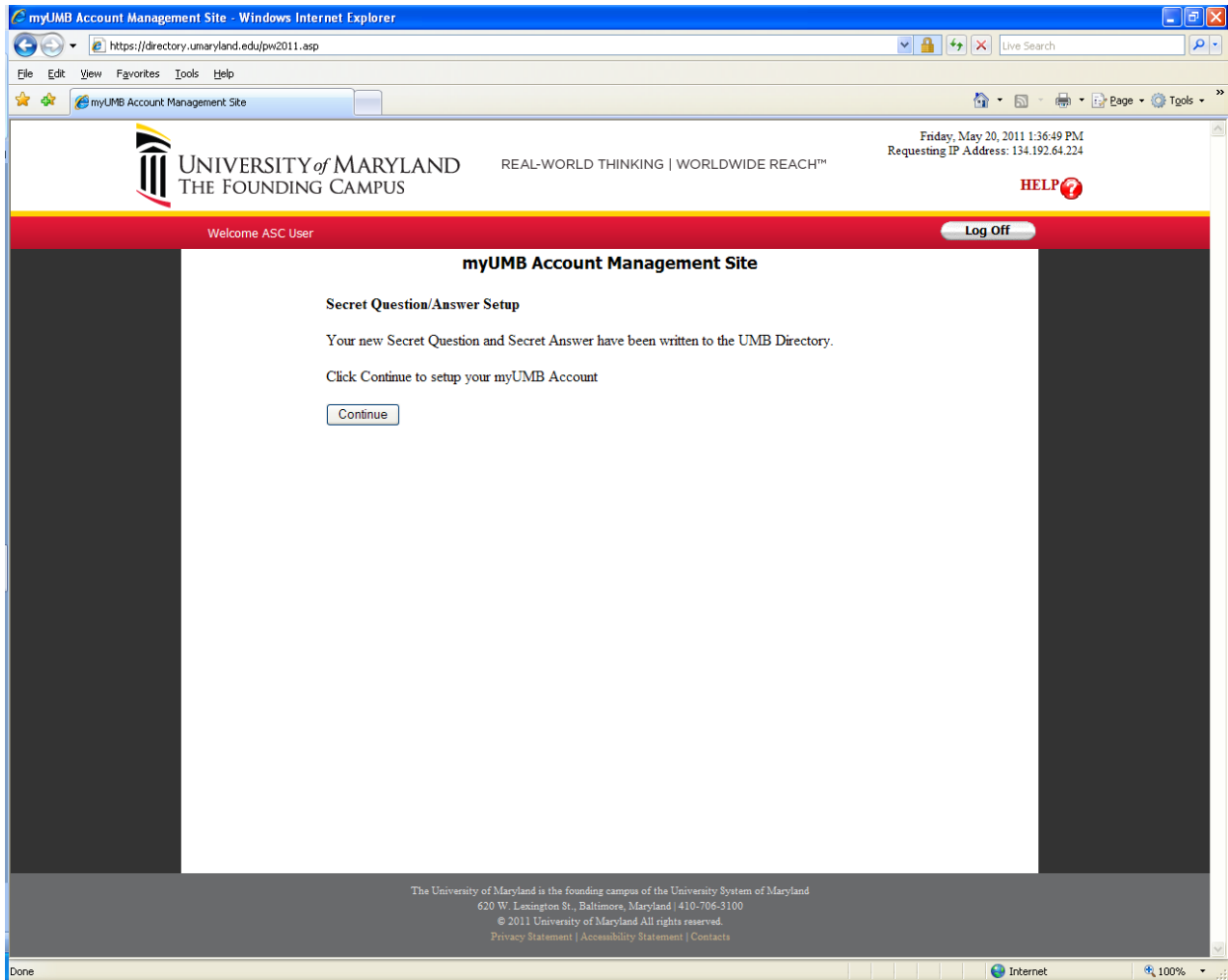
NOTE: If you use the Forgot Password feature, the system will expect a response that matches this answer exactly, including capitalization and spaces.

- c) Click on the "Submit" button.

The screenshot shows a web browser window titled "myUMB Account Management Site - Windows Internet Explorer". The address bar shows the URL "https://directory.umaryland.edu/pw2011.asp". The page header includes the University of Maryland logo and the text "UNIVERSITY of MARYLAND THE FOUNDING CAMPUS" and "REAL-WORLD THINKING | WORLDWIDE REACH™". The date and time are "Friday, May 20, 2011 1:35:44 PM" and the IP address is "134.192.64.224". A "HELP" link is visible. The main content area is titled "myUMB Account Management Site" and "Secret Question/Answer Setup". It contains the following text: "In the event you forget your myUMB password, you can use the *Forgot Password* option on the myUMB Account Management login page to reset your password. The system will ask you this question. If you can answer the question, the system will allow you to generate a new password." "You currently have a Secret Question and Secret Answer setup." "To change the question and/or answer, please choose the desired question and enter the answer below." "Note: You must always select both a question and enter an answer even if you only want to change the answer." Below this text is a form with a "Secret question:" label, a dropdown menu showing "What is your pet's name?", and a text input field labeled "Enter your answer to the secret question (3-32 characters):". At the bottom of the form are "Submit" and "Reset" buttons. The footer of the page contains the text: "The University of Maryland is the founding campus of the University System of Maryland 620 W. Lexington St., Baltimore, Maryland | 410-706-3100 © 2011 University of Maryland All rights reserved. Privacy Statement | Accessibility Statement | Contacts".

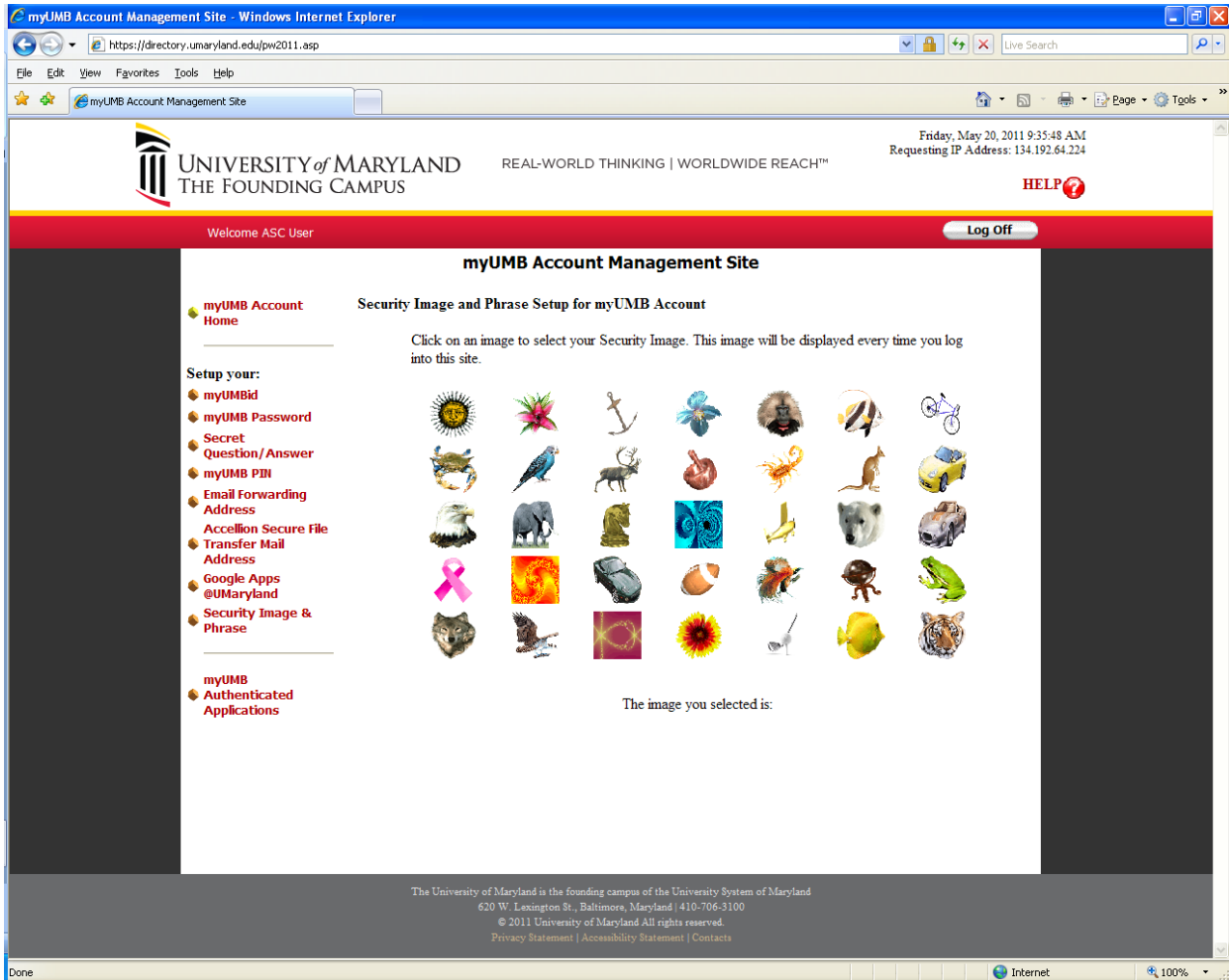
- d) Once you set up your Secret Question and Answer, you should receive confirmation that your secret question and answer have been written to the directory.

Click the “Continue” button to set up your myUM password.

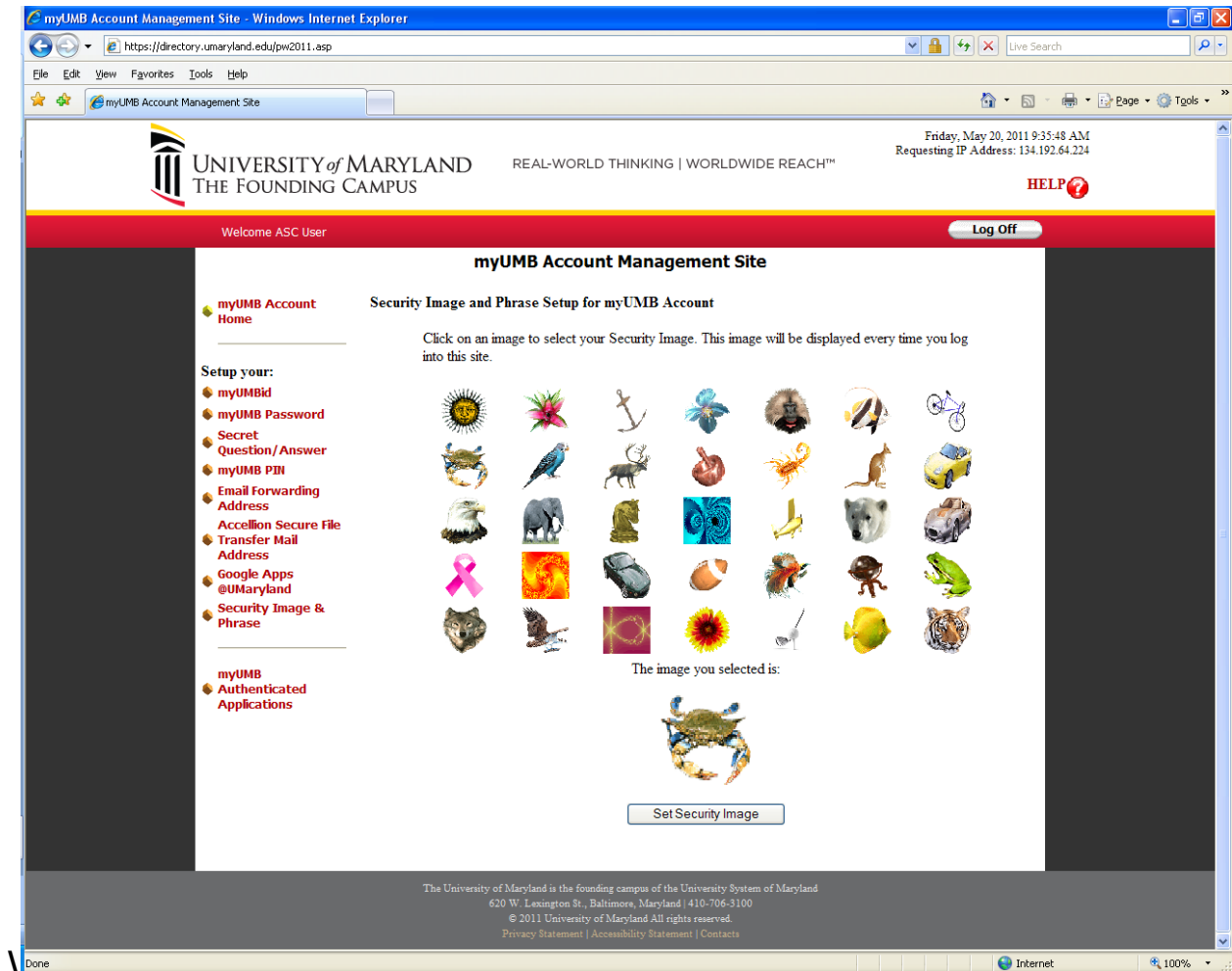


6) Select a Security Image.

NOTE: You will be selecting a Security Image and a Security Phrase. These items have been added to the Account Management Site to help deter phishing attempts. Once selected, you will not be able to change them.



7) The image you selected will be displayed at the bottom of the screen (in this example, the crab was selected). Click on the “Set Security Image” button.



- 8) Enter a Security Phrase. It cannot contain any leading or trailing spaces. The phrase must start and end with a letter. In this example, the phrase is “The Maryland Blue Crab”. Click on the “Set Security Phrase” button.

NOTE: The Security Image and Security Phrase will display each time you log into the myUM Account Management Site for your security verification.

The screenshot shows a web browser window titled "myUMB Account Management Site - Windows Internet Explorer". The address bar shows the URL "https://directory.umaryland.edu/pw2011.asp". The page header includes the University of Maryland logo and the text "UNIVERSITY of MARYLAND THE FOUNDING CAMPUS" and "REAL-WORLD THINKING | WORLDWIDE REACH™". The date and time are "Friday, May 20, 2011 9:36:17 AM" and the IP address is "134.192.64.224". A "HELP" icon is visible in the top right.

The main content area is titled "myUMB Account Management Site" and "Security Image and Phrase Setup for myUMB Account". It displays "Your Security Image has been set to:" followed by an image of a crab. Below the image, it says "Enter a phrase that you want displayed with your Security Image every time you log into this site." and "Your Security Phrase can be between 1 and 40 characters (only letters and spaces, no numbers or special characters)". A text input field contains the phrase "The Maryland Blue Crab". Below the input field, it says "Click *Set Security Phrase* to set your Security Phrase." and a "Set Security Phrase" button is visible.

The left sidebar contains a navigation menu with the following items:

- myUMB Account Home
- Setup your:
 - myUMBIK
 - myUMB Password
 - Secret Question/Answer
 - myUMB PDI
 - Email Forwarding Address
 - Accellion Secure File Transfer Mail Address
 - Google Apps @UMaryland
 - Security Image & Phrase
- myUMB Authenticated Applications

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9) Your Security Image and Security Phrase will display. Click on the "Continue" button.

The screenshot shows a web browser window titled "myUMB Account Management Site - Windows Internet Explorer". The address bar displays "https://directory.umaryland.edu/jpw2011.asp". The page header includes the University of Maryland logo and the text "UNIVERSITY of MARYLAND THE FOUNDING CAMPUS REAL-WORLD THINKING | WORLDWIDE REACH™". The date and time are "Friday, May 20, 2011 9:36:58 AM" and the IP address is "134.192.64.224". A "HELP" link is visible in the top right.

The main content area is titled "myUMB Account Management Site" and "Security Image and Phrase Setup for myUMB Account". It displays the message "Your Security Image has been set to:" followed by an image of a Maryland Blue Crab. Below this, it says "Your Security Phrase has been set to:" followed by the text "The Maryland Blue Crab". A "Continue" button is located below the security phrase.

On the left side, there is a navigation menu with the following items:

- myUMB Account Home
- Setup your:
 - myUMBid
 - myUMB Password
 - Secret Question/Answer
 - myUMB PIN
 - Email Forwarding Address
 - Accellion Secure File Transfer Mail Address
 - Google Apps @UMaryland
 - Security Image & Phrase
- myUMB Authenticated Applications

At the bottom of the page, there is a footer with the text: "The University of Maryland is the founding campus of the University System of Maryland 620 W. Lexington St., Baltimore, Maryland | 410-706-3100 © 2011 University of Maryland All rights reserved. Privacy Statement | Accessibility Statement | Contacts".

10) Setup your myUM Password

Your myUM Password gives you access to numerous systems across campus. Please create a secure password.

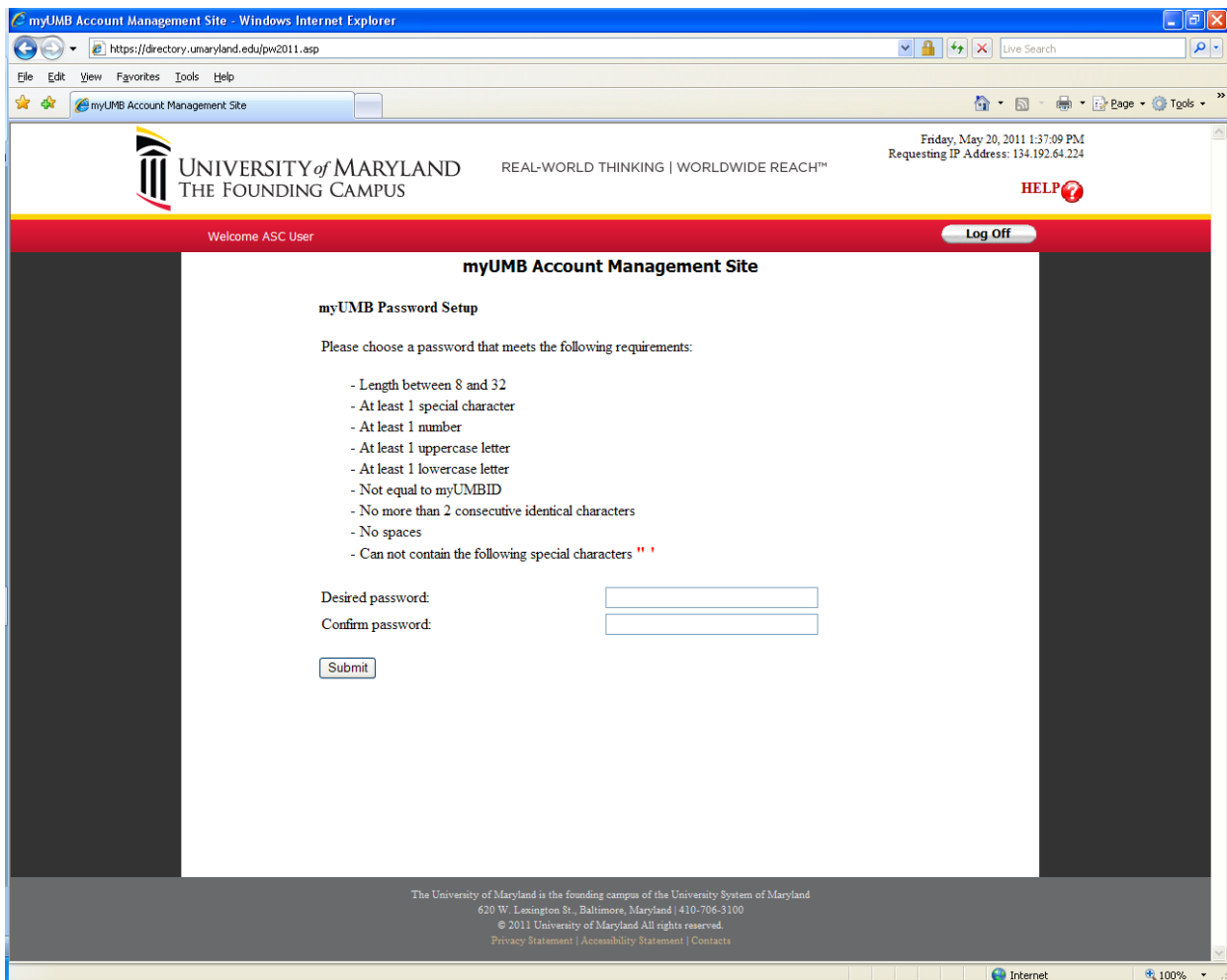
A myUM Password must be between 8 and 32 characters in length and must also meet the following requirements:

- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character (such as ! @ # \$ % etc.)

In addition the password cannot have more than 2 consecutive identical characters in a row (i.e. 'aaa' or '111') and the password cannot contain any spaces.

The myUM password cannot be equal to your myUM ID.

- a) Enter your myUM password in the "Desired password" and "Confirm password" fields.
- b) Click on the "Submit" button.



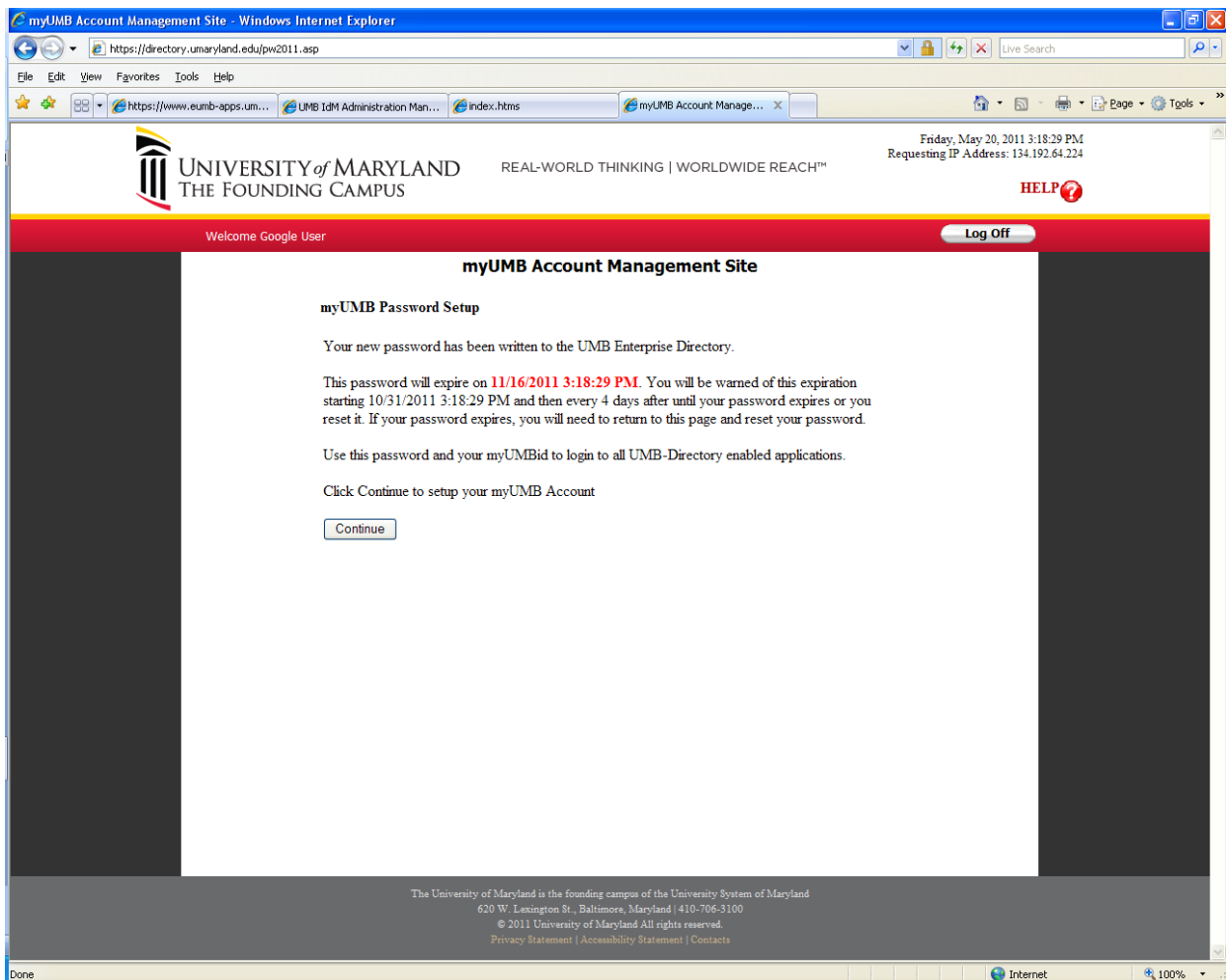
The screenshot shows a web browser window titled "myUMB Account Management Site - Windows Internet Explorer". The address bar shows "https://directory.umaryland.edu/pw2011.asp". The page header includes the University of Maryland logo and the text "UNIVERSITY of MARYLAND THE FOUNDING CAMPUS REAL-WORLD THINKING | WORLDWIDE REACH™". The page content is titled "myUMB Account Management Site" and "myUMB Password Setup". It lists the following requirements for a password:

- Length between 8 and 32
- At least 1 special character
- At least 1 number
- At least 1 uppercase letter
- At least 1 lowercase letter
- Not equal to myUMBID
- No more than 2 consecutive identical characters
- No spaces
- Can not contain the following special characters " ' "

Below the requirements are two input fields: "Desired password:" and "Confirm password:". A "Submit" button is located below the "Confirm password" field. The page footer contains copyright information for the University of Maryland.

NOTE: You should receive confirmation that your password has been written to the myUM Directory. This screen will also show when your password will expire.

c) Click on the “Continue” button to return to the myUM Account Management home page.



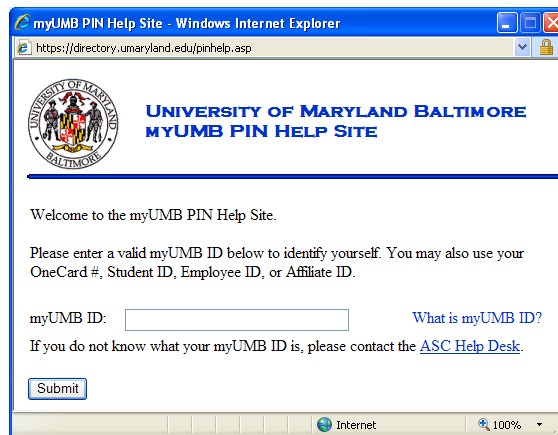
11) Click on the “Log Off” button to log out of the myUM Account Management site.

Additional Information: myUM PIN Help

The myUM PIN *is not* your myUM Password. The myUM PIN is used in place of the last 4 digits of a Social Security Number to verify a user's identity if a user does not have a Social Security Number associated with their account, or does not wish to provide that information.

If you do not know your myUM PIN, use the following directions to have a myUM PIN emailed to you.

1. Go to the myUM Account Management site (<https://directory.umaryland.edu>).
2. Click on the **New User, Setup Account** link.
Do not fill out any of the requested information yet.
3. Scroll down to the bottom of the page and click on the **myUM PIN Help** button to access the myUM PIN Help Site.



4. Enter one of the following values in the **myUM ID** field and click on the "Submit" button.

Value	Format
OneCard Customer Number	14-digit number found on the back of a UM One Card Example: 22001100000000
Student ID	'@' sign followed by 8 numbers Example: @00000000
Employee ID	Six numbers Example: 000000
Affiliate ID	'A' followed by 5 numbers Example: A00000

5. Verify the email address displayed and click on the **Reset PIN & Email** button.

You should receive a "myUM PIN Reset" email message from help@umaryland.edu with your myUM PIN in a few minutes.

6. Once you receive your myUM PIN, you will be able to verify your identity in Step 2 (page 2 of these instructions) and continue the process to set up your myUMB ID and password.

If you need assistance with obtaining your myUM PIN, contact the IT Help Desk at 410-706-HELP (4357) or help@umaryland.edu.

Questions?

For more information about **Creating a myUM ID and Password**, go to <http://www.umaryland.edu/helpdesk> or call the IT Help Desk at 410-706-HELP (4357) or send an e-mail to: help@umaryland.edu.