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## *myUMB ID Login Reference Guide*

The myUMB ID is a crucial part of moving towards a single-sign-on system which will reduce the number of passwords and logins each user must remember and maintain.

### What is a myUMB ID?

The myUMB ID is a unique username created by the user on the myUMB Account Management Site.

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

However, the myUMB ID **cannot** have the following formats. (For more information about these formats, please see the end of the document).

- Customer Number Format: 14-digits, no letters
- Employee ID format: 6-digits, no letters
- Student ID format: “@” sign followed by 8 numbers
- Affiliate ID format: “A” followed by 5 numbers
- Social Security Number format: 9-digits, no letters
- Start or end with a space

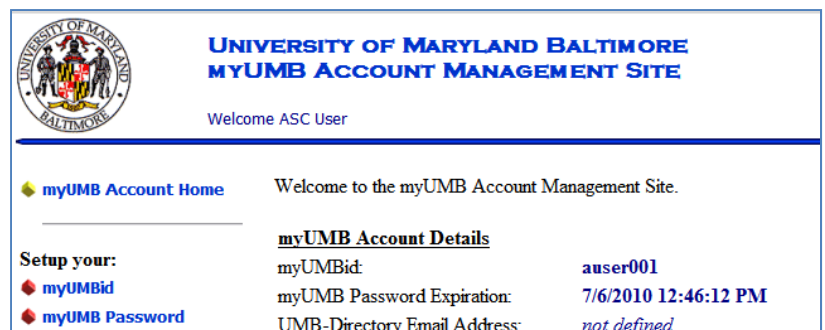
### How do I find or change the myUMB ID on my account?

1. Go to the myUMB Account Management Site (<https://directory.umaryland.edu>).
2. Click on the “I cannot log into myUMB Account” link.
3. Enter you Last Name, Date of Birth, and either the last 4 digits of your Social Security Number or myUMB PIN. Click on the Submit button.
4. Answer your verification question.

**NOTE:** If this is the first time you are logging into your myUMB Account the system will walk you through the process of creating your myUMB ID, a verification question, and your myUMB Password.

5. When you are logged into the myUMB Account Management Site, your myUMB ID is displayed under the “myUMB Account Details” portion of the screen.

If you need to change your myUMB ID, click on the “myUMBid” link on the left side of the screen.



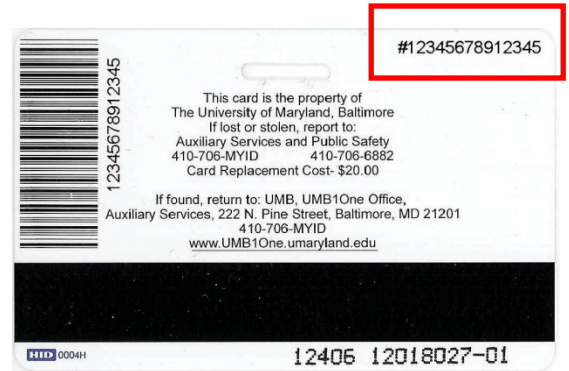
The screenshot shows the myUMB Account Management Site interface. At the top left is the University of Maryland Baltimore logo. To the right, it says "UNIVERSITY OF MARYLAND BALTIMORE MYUMB ACCOUNT MANAGEMENT SITE" and "Welcome ASC User". Below this, there are navigation links: "myUMB Account Home" and "myUMB Account Details". Under "myUMB Account Details", there is a "Setup your:" section with three links: "myUMBid", "myUMB Password", and "myUMB Password Expiration". To the right of these links, the following information is displayed: "myUMBid: auser001", "myUMB Password Expiration: 7/6/2010 12:46:12 PM", and "UMB-Directory Email Address: not defined".

## ***Additional Information: Prohibited myUMB ID Formats***

To prevent conflicts in the system, user-generated myUMB IDs cannot have the following formats.

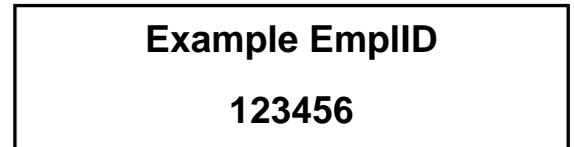
### **Customer Number**

This 14-digit number can be found on the back of the UMB1One Card. It is the 14-digit number (following the #) found in the upper right hand corner on the back of your UMB1One Card.



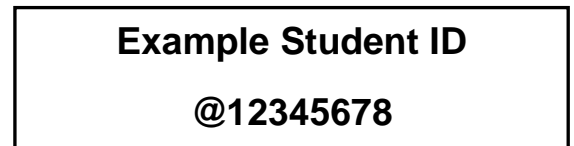
### **Employee ID Number**

This 6-digit number can be found in the upper left hand corner of your time sheet. It is labeled "EmplID".



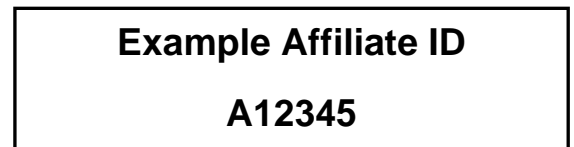
### **Student ID Number**

The Student ID Number starts with the "@" sign and is followed by 8 digits. The number is posted in SURFS next to your name when you are registering for classes.



### **Affiliate ID**

The Affiliate ID starts with "A" and is followed by 5 digits. It is created after the completion, submission, and processing of the Affiliate Online Application.



### **Questions?**

For questions about your myUMB ID, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357), or send an email to: [help@umaryland.edu](mailto:help@umaryland.edu).