



















October 24, 2006

How do I access Cdigix (UMB Music Service)?

Cdigix (UMB Music Service) is accessed from the UMB Portal.

1. To access Cdigix, click on <https://myumb.umaryland.edu>
2. If this is your first time accessing the UMB Portal (myUMB site), you will need to set up a Portal password:
 - Click on the “First Time User, Setup Your Password” link & follow the instructions to create a password.

Note: If you are a student, your myUMBID will be your Student ID#
If you are faculty or staff, your myUMBID will be your EmplID#
If you are an affiliate, your myUMBID will be your Affiliate ID#

3. Enter your myUMBID and password.
4. If this is your first time accessing the “UMB Music Service”:
 - Click on the  button on the **Applications (Sign-On Req'd)**     menu.
 - Select the “UMB Music Service” and click on the “Submit” button. This will put the “UMB Music Service as an option on the **Applications (Sign-On Req'd)**     menu.
 - You may need to refresh your pagelet (click  on the **Applications (Sign-On Req'd)**     menu) to see the “UMB Music Service” in your list of applications.
5. Click on “UMB Music Service” (under **Applications (Sign-On Req'd)**    ).
6. If you get the “Security Alert” box, with a “Do you want to proceed?” question, click on the “Yes” button.
7. If this is your first time accessing Cdigix, you will need to set up a Cdigix password.
 - Click on the “Create New Account” link.

- Within the “User Profile Information” form, enter your school email address (.....@umaryland.edu). After submitting the completed form, Cdigix will send you an email at that address to verify your email address.
 - Go to your email application and open the email from Cdigix to get your “signup token”.
 - Select & copy the “signup token”
 - Click on [Please click here in order to continue the sign-up process.](#)
 - And paste “signup token” into the field.
 - Click on the “Confirm” button.
8. On the Cdigix menu, enter your Cdigix School Email and Password. Click on the “Login” button.
9. If this is your first time accessing Cdigix on this PC:
- Click on the “Download Ctrax Media Player” link to start the download.
 - Click on the “Run” button.
 - At the “Do you want to run this software?”, click on the “Run” button
 - On the “Choose Destination Location” menu, click on the “Next’ button.
 - At the “Start Installation” menu, click on the “Next” button.
 - If you get the “Security Upgrade Required” menu, click on the “Upgrade Now” button.
 - Follow the remaining steps on the Ctrax Media – Install Wizard to complete the installation process.
10. You are now ready to use Cdigix (UMB Music Service).
- If you are a Faculty or Staff member, you will be asked to enter your credit card information.

Questions?

For questions concerning accessing Cdigix, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357) (weekdays 8:00 a.m. - 5:00 p.m.), or send an email to: help@umaryland.edu