

July 2009

Creating a myUMB Password and Alias

Your myUMB ID and password is used to log into many resources provided by the University of Maryland such as eUMB, the myUMB Portal, Blackboard, Mediasite, COEUS, Effort Reporting, SURFS and myUMB Mail.

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

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

myUMB Account Management Site - Windows Internet Explorer

https://cf.umaryland.edu/portal/pwN.asp?g=UMNETMIG&u=97F117F115F101F114F48F48F49

File Edit View Favorites Tools Help Links Blackboard CITS directory OpenWebmail OWA myUMB portal PW SIMS SURFS

myUMB Account Management Site

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MYUMB ACCOUNT MANAGEMENT SITE

HELP

Tuesday, July 29, 2008 10:55:36 AM
Requesting IP Address: 134.192.64.225

This site is for setting up and modifying details of your myUMB Account including:

- myUMB Password
- myUMB Alias
- myUMB Secret Question/Secret Answer
- myUMB PIN

Please enter a valid myUMB ID and your myUMB Password and click *Submit*

myUMB ID:

myUMB Password:

Submit

New User, Set Up Account

[Forgot your myUMB Password](#)

[I cannot log into myUMB Account](#)

2) Verify your identity

Enter the following information and click on the **Submit** button to verify your identity:

- Last Name
- Date of Birth
- Last 4-digits of your Social Security Number or myUMB PIN

NOTE: The myUMB PIN *is not* your myUMB Password. The myUMB 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.

myUMB Account Management Site - Windows Internet Explorer

https://directory.umaryland.edu/pw.asp?ict=NP

File Edit View Favorites Tools Help Links Blackboard CITS directory OpenWebmail OWA myUMB portal PW SIMS SURFS

myUMB Account Management Site

UNIVERSITY OF MARYLAND BALTIMORE

MYUMB ACCOUNT MANAGEMENT SITE

HELP

Tuesday, November 04, 2008 12:06:28 PM
Requesting IP Address: 134.192.64.225

This site is for setting up and modifying details of your myUMB Account including:

- myUMB Password
- myUMB Alias
- myUMB Secret Question/Secret Answer
- myUMB PIN

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](#)

myUMB PIN Help

If you do not have a Social Security Number and do not know your myUMB PIN, click on the "myUMB PIN Help" button. If you are entering the last 4 digits of your Social Security Number or know your myUMB PIN, skip to step 3.

To have your myUMB PIN emailed to you:

- a) Enter your student or employee ID number in the "myUMB ID" field and click on the "Submit" button.
- b) Verify the email address and click on the "Reset PIN & Email" button. You should receive an email message with your myUMB PIN in a few minutes.

If you need assistance, contact the ASC Help Desk at 410-706-HELP (4357) or help@umaryland.edu.

2) **Agree to the “Terms of Use”**

After you review the Terms of Use, click on the “I Agree” button to proceed.

3) **Set up your myUMB Alias**

The myUMB Alias gives users the ability to create a customized myUMB ID. Other types of default myUMB ID values include:

- Employee ID Numbers
- Student ID Numbers
- Affiliate IDs
- 14-digit Customer Numbers

The myUMB Authenticated systems accept any of the myUMB IDs as your username. No matter which myUMB ID you use to log into a myUMB Authenticated system, *all myUMB IDs work with the same myUMB password!*

If you do not want to set up a myUMB Alias at this time, click on the “Skip Alias” button to skip this step.

To set up a myUMB Alias:

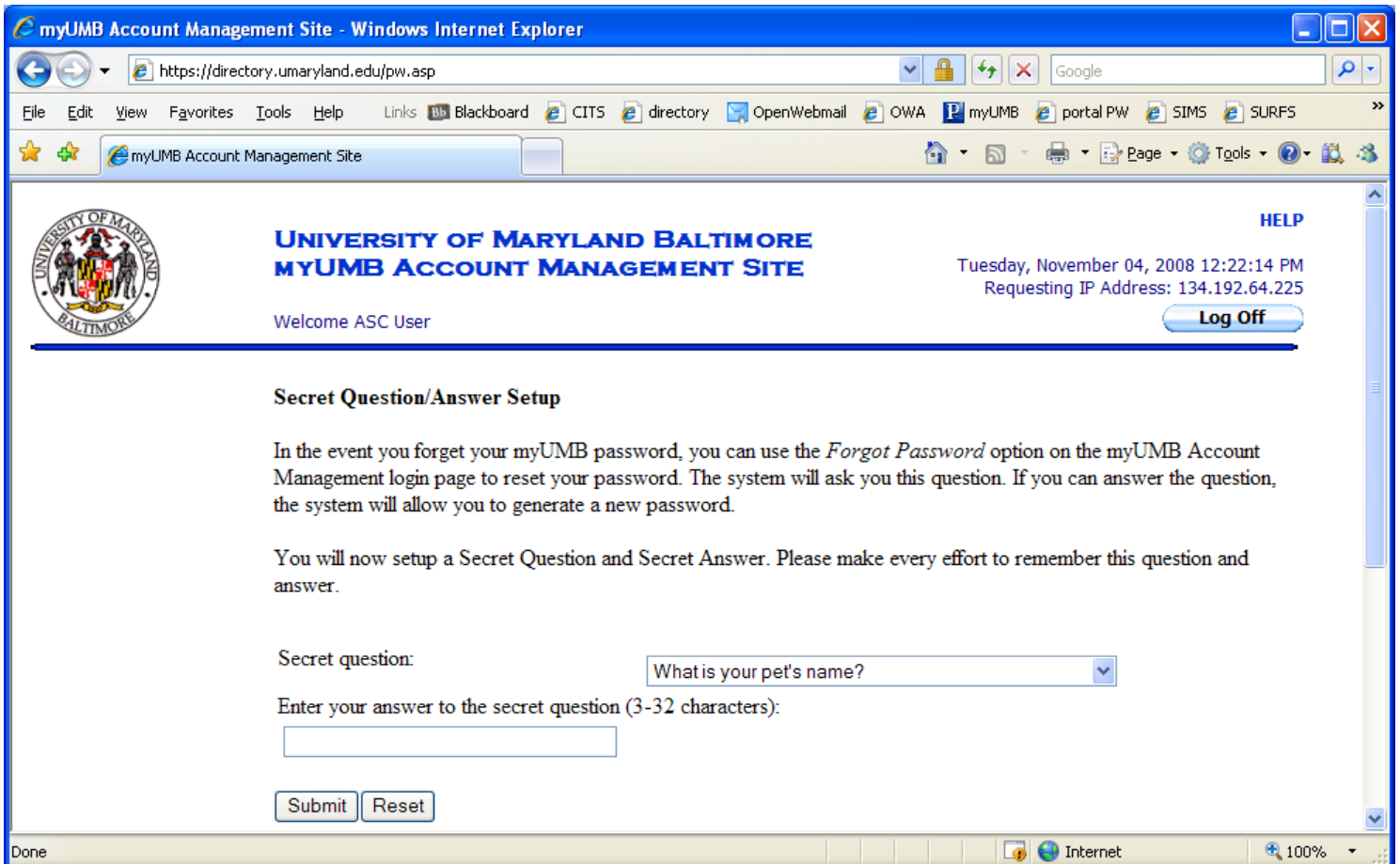
- a) Enter your desired myUMB Alias and click on the “Check Availability” button.
- b) If the myUMB Alias is available, click on the “Set Alias” button
- c) Click on the “Continue” button to set up your Verification Question.

The screenshot shows a web browser window titled "myUMB Account Management Site - Windows Internet Explorer". The address bar shows "https://directory.umaryland.edu/pw.asp". The page content includes the University of Maryland Baltimore logo, the text "UNIVERSITY OF MARYLAND BALTIMORE MYUMB ACCOUNT MANAGEMENT SITE", a "HELP" link, a date and time stamp "Tuesday, November 04, 2008 12:21:33 PM", and a "Log Off" button. Below this, it says "Welcome ASC User". The main section is titled "myUMB Alias Setup" and contains the following text: "Users can create a customized myUMB Alias. Your myUMB alias can be used as a login on all myUMB Authenticated systems." "Your myUMB Alias is currently set to **auser001**. If you want to change your myUMB Alias or create a new myUMB Alias, enter your desired alias below and click on the *Click Availability* button." "If you do not want to set up a myUMB Alias at this time, click on the *Skip Alias* button." At the bottom of the form, there is an empty input field, a "Check Availability" button, and a "Skip Alias" button.

4) Set up your Secret Question and Answer

If you need to use the Forgot Password feature in myUMB Account Management the system will use the Secret Question and Answer you provide to verify your identity.

By default, the question “What is your pet’s name?” appears. Use the drop-down menu to select another question. After you have selected a question and provided an answer to that question, click on the “Submit” button.

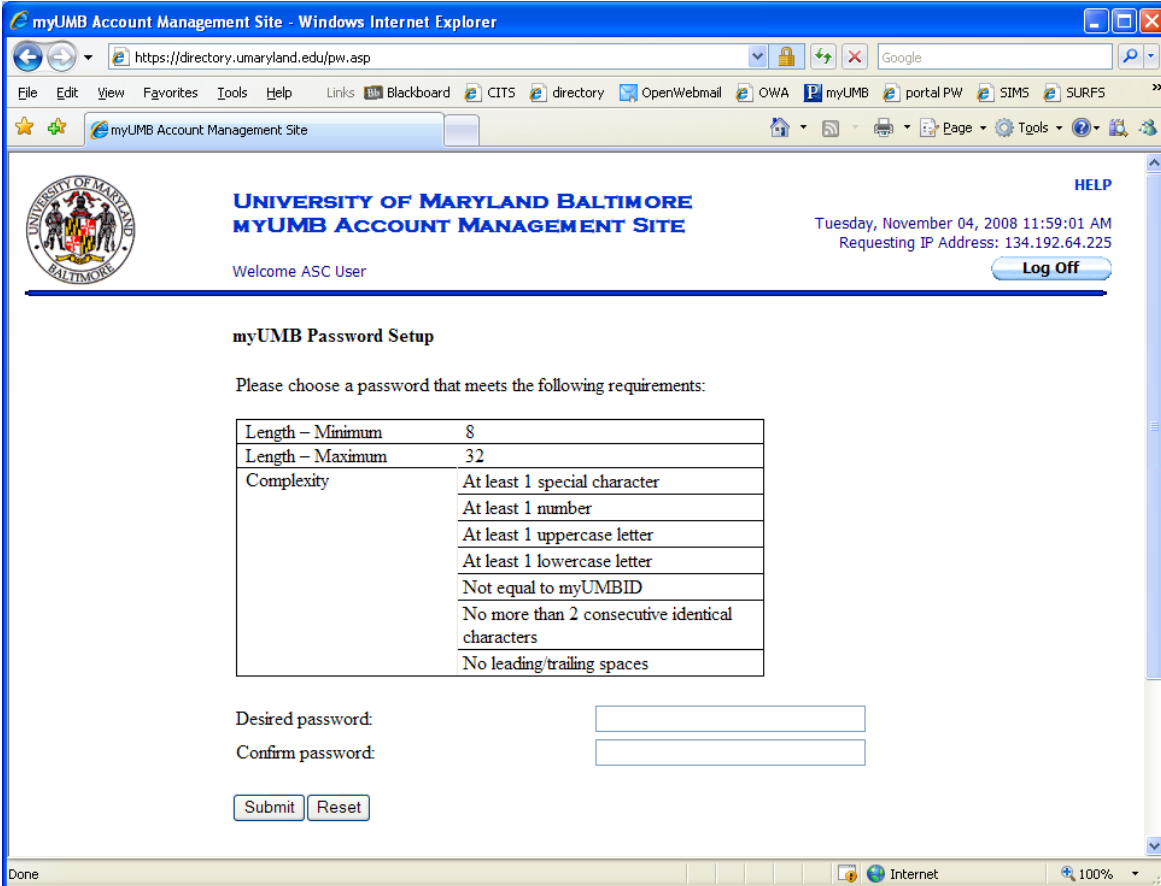


The screenshot shows a Windows Internet Explorer browser window displaying the myUMB Account Management Site. The address bar shows the URL <https://directory.umaryland.edu/pw.asp>. The page header includes the University of Maryland Baltimore logo, the site title "UNIVERSITY OF MARYLAND BALTIMORE MYUMB ACCOUNT MANAGEMENT SITE", and a "Log Off" button. The main content area is titled "Secret Question/Answer Setup" and 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." Below this, it says: "You will now setup a Secret Question and Secret Answer. Please make every effort to remember this question and answer." The form includes a "Secret question:" label, a dropdown menu with "What is your pet's name?" selected, and a text input field for the answer with the prompt "Enter your answer to the secret question (3-32 characters):". At the bottom of the form are "Submit" and "Reset" buttons. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

NOTE: You should receive confirmation that your secret question and answer have been written to the directory. Click “Continue” to set up your myUMB password.

5) Setup your myUMB Password

Read through the myUMB password requirements. Enter your myUMB password in the “Desired password” and “Confirm password” fields. 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/pw.asp". The page header includes the University of Maryland Baltimore logo, the text "UNIVERSITY OF MARYLAND BALTIMORE MYUMB ACCOUNT MANAGEMENT SITE", and a "HELP" link. The date and time are "Tuesday, November 04, 2008 11:59:01 AM" and the IP address is "134.192.64.225". A "Log Off" button is visible. The main content area is titled "myUMB Password Setup" and contains the following text: "Please choose a password that meets the following requirements:" followed by a table of requirements. Below the table are two input fields for "Desired password:" and "Confirm password:", and "Submit" and "Reset" buttons.

Length – Minimum	8
Length – Maximum	32
Complexity	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 leading/trailing spaces	

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

Click on the “Continue” button to return to the myUMB Account Management home page.

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

Congratulations! You have set up your myUMB Password and account!

Questions?

For more information about myUMB Authentication, go to <http://www.umaryland.edu/helpdesk> or 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 e-mail to: help@umaryland.edu.