

January 2010

myUMB Portal Reference Guide

How do I access the Portal?

The web address for the myUMB Portal is <https://myumb.umaryland.edu>.

What is my myUMB Portal username and password?

The myUMB Portal uses myUMB Authentication. Log in with your myUMB ID and password.

If you need to create a myUMB ID and Password, click on the “First Time User, Setup your Password” link. Once you are on the myUMB Account Management Site, click on the “New User Setup Account” link to create a myUMB ID and password.

What do I do if I forget my password?

Click on the “Forgot Your Password” link to access the myUMB Account Management Site. Once you have accessed the myUMB Account Management Site, click the “Forgot your myUMB Password” link.

How do I change my password?

You can change your password or myUMB ID by logging into the myUMB Account Management Site (<https://directory.umaryland.edu>) with your myUMB ID and password.

What do I do if I have unsuccessfully logged on more than 5 times and have locked my account?

If you enter an incorrect or expired password multiple times, your myUMB Portal account will be locked.


The system will unlock your account after 30 minutes. If you need to access your account immediately, call the ASC Help Desk at 410 706-4357 between the hours of 8 a.m. and 5 p.m.

How do I change my Campus Contact or Emergency Contact Information?

Employees (faculty and staff) can update their Campus Contact and Emergency Contact information from the myUMB Portal. Once you have logged into the myUMB Portal, click on the “my UMB Employee Info” link on the left side of the page.

Affiliates can update their Campus Contact information from the myUMB Portal. Once you have logged in, click on the “my UMB Affiliate Info” link on the left side of the page.

Where can I find the links to other Applications?

Once have logged into the myUMB Portal, click on the Customize icon () in the right corner of the “UMB Application (Sign on Req'd)” menu box. Select the applications you want displayed on your Portal main page and click the “Submit” button.

You may need to log out of and then back into the myUMB Portal for the changes to take effect.

QUESTIONS?

If you require further assistance with the myUMB Portal, please contact the ASC Help Desk at 410-706-HELP or send e-mail to help@umaryland.edu.