

October 2008

## Activating Your myUMB Mail Account

This document contains instructions for the UMnet Upgrade Process as well as instructions on how to log into your new myUMB Mail account for the first time. During the UMnet Upgrade process, your myUMB Mail account is activated, your emails are moved from UMnet to myUMB Mail, and your access to the UMnet systems is disabled. Your University email address does not change during this transition.

1. When your UMnet account is ready to be moved from the UMnet system to the new myUMB Mail system, you will receive an email from CITS inviting you to move your account from the UMnet to the myUMB Mail system.

**NOTE:** CITS will never send you an unsolicited email message asking for your user name and password. If you have questions about an email message you received, please contact the ASC help desk to verify the authenticity of the message.

2. Click on the link in the email message to access the myUMB Account Management Site.

If you know your myUMB ID and password and have set up an alias, log into the myUMB Account Management site and skip to [step 11 \(page 5\)](#) to start the Opt-In process.

If you do not have your myUMB ID and password, click on the link "I cannot log into myUMB Account".

myUMB Account Management Site - Windows Internet Explorer

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

UNIVERSITY OF MARYLAND BALTIMORE  
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:

[What is myUMB ID?](#)

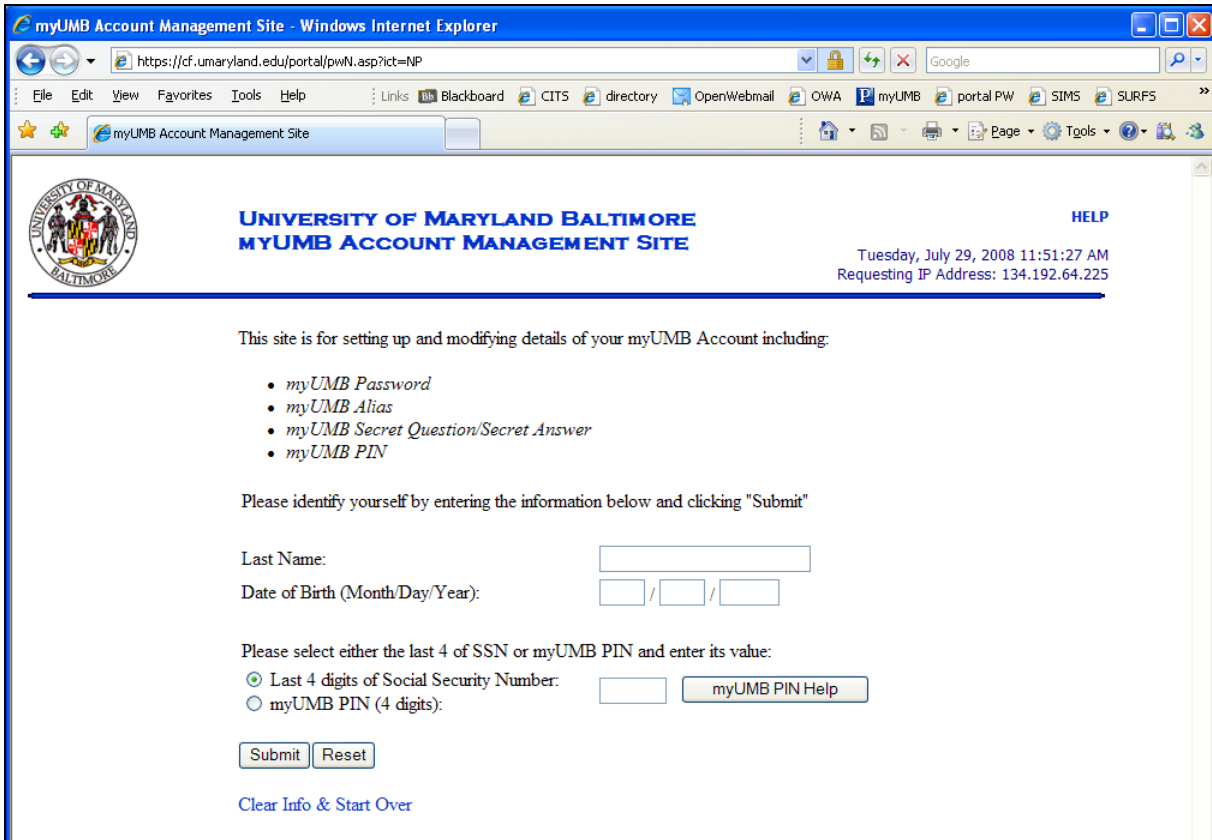
[New User, Set Up Account](#)

[Forgot your myUMB Password](#)

[I cannot log into myUMB Account](#)

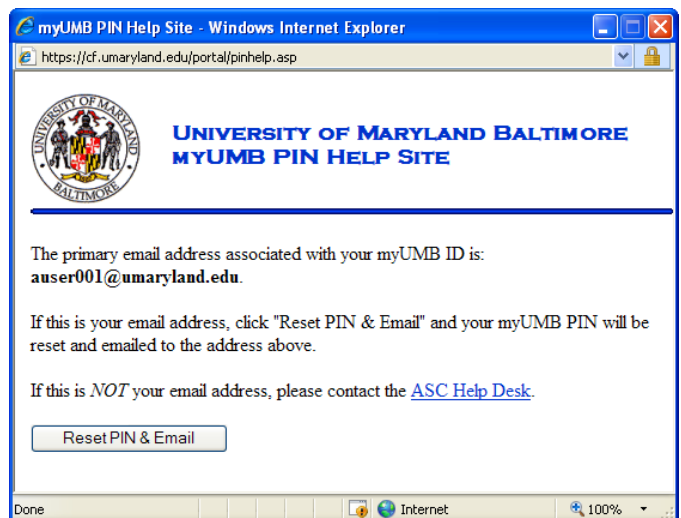
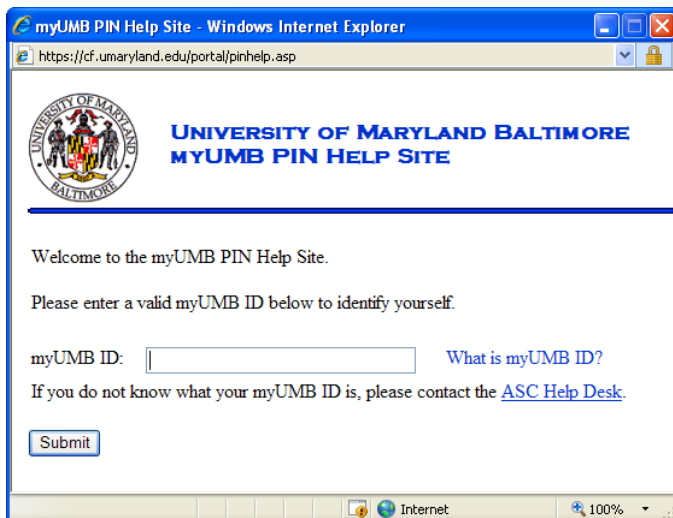
- Enter your Last Name, Date of Birth, and the last 4-digits of your Social Security Number or myUMB PIN. Click on the "Submit" button.

If the system cannot find an account that matches the information you entered, contact the ASC Help Desk at 410-706-HELP(4357) or by email at [help@umaryland.edu](mailto:help@umaryland.edu).



**NOTE:** If you are not a student or employee or do not have a Social Security Number and do not know your myUMB PIN, click on the "myUMB PIN Help" button. Your myUMB PIN is not your myUMB Password.

Enter your employee, student or affiliate ID number in the "myUMB ID" field and click on the "Submit" button. Verify the email address and click on the "Reset PIN & Email" button to have your myUMB ID PIN reset and emailed to you. If you need assistance, contact the ASC Help Desk at 410-706-HELP (4357) or [help@umaryland.edu](mailto:help@umaryland.edu).



- After you verify your identity, select a Secret Question and provide an answer for that question. If you need to use the Forgot Password feature in myUMB Account Management, the system will display the question you select. If you can answer the question, the system will allow you to access the myUMB Account Management site to create a new password.

After you have selected a question and provided an answer to that question, 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://cf.umaryland.edu/portal/pwN.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, July 29, 2008 11:56:49 AM" and the IP address is "134.192.64.225". A "Log Off" button is visible. 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." There is a dropdown menu for "Secret question:" with the selected option "What is your pet's name?". Below that is a text input field for "Enter your answer to the secret question (3-32 characters):". At the bottom are "Submit" and "Reset" buttons.

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

The screenshot shows the same web browser window as the previous one, but the page content has changed. The header and navigation elements remain the same. The main content area is titled "Secret Question/Answer Setup" and contains the following text: "Your new Secret Question and Secret Answer have been written to the UMB Directory." Below this, it says: "Click Continue to setup your myUMB Account". There is a "Continue" button at the bottom.

5. 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 the myUMB Account Management Site in a Windows Internet Explorer browser. The page header includes the University of Maryland Baltimore logo, the site name, and a "HELP" link. The user is identified as "Welcome ASC User" and the current date and time are "Tuesday, July 29, 2008 12:03:26 PM". A "Log Off" button is visible in the top right.

The main content area is titled "myUMB Password Setup" and contains the instruction: "Please choose a password that meets the following requirements:"

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

Below the table are two input fields: "Desired password:" and "Confirm password:". At the bottom of the form are "Submit" and "Reset" buttons.

**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.


This screenshot shows the same myUMB Account Management Site, but the user has successfully set their password. The page now displays a confirmation message: "Your new password has been written to the UMB Enterprise Directory."

Below this message, it states: "This password will expire on **1/25/2009 12:04:06 PM**. You will be warned of this expiration starting 1/9/2009 12:04:06 PM and then every 4 days after until your password expires or you reset it. If your password expires, you will need to return to this page and reset your password."

Further instructions read: "Use this password and one of your myUMB ID values, including your myUMB Alias to login to all UMB-Directory enabled applications."

At the bottom, the user is prompted to "Click Continue to setup your myUMB Account" with a "Continue" button.

6. Click on the **Continue** button to set up your myUMB Alias.

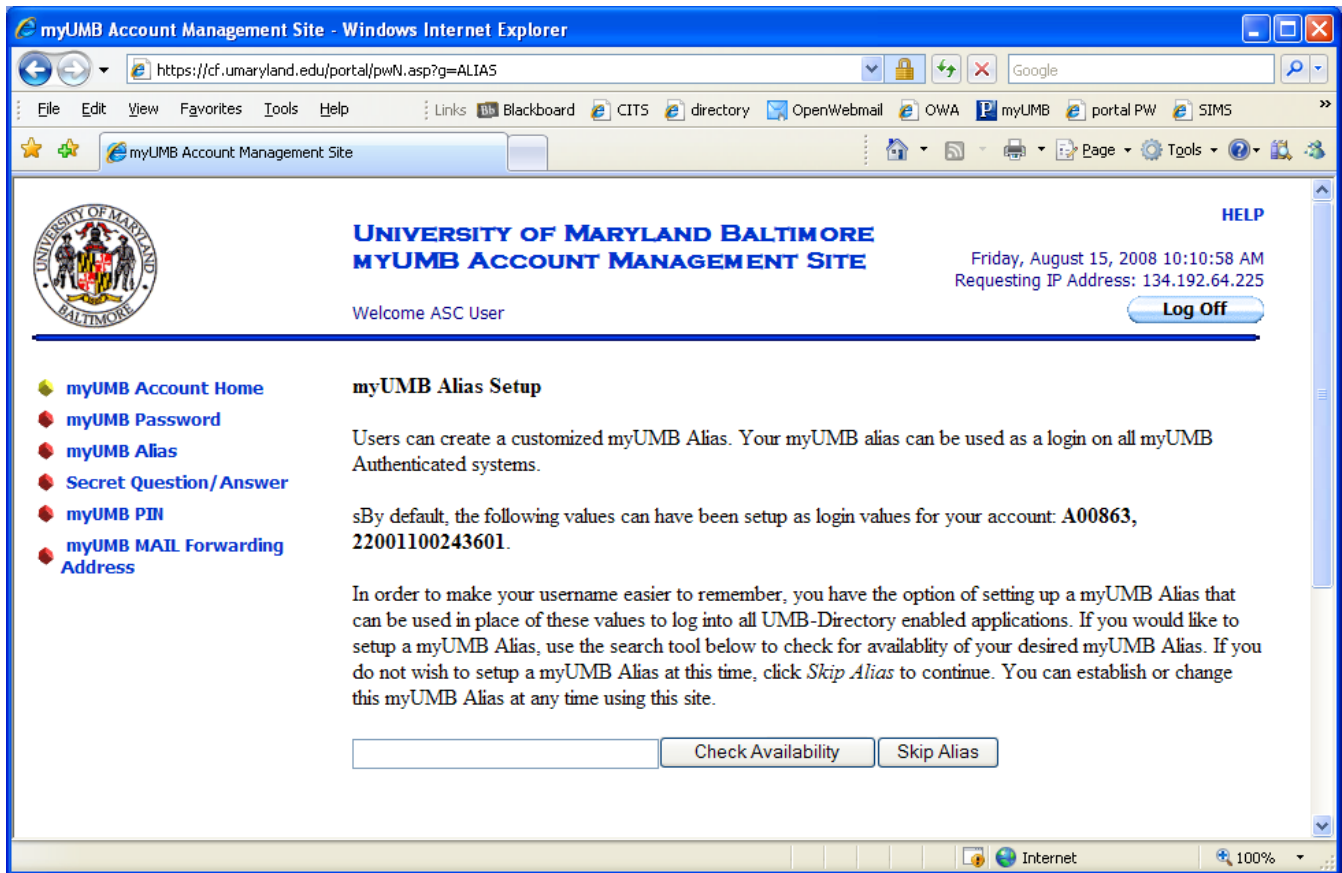
7. From the myUMB Account Management home page, click on the  **myUMB Alias** link on the left side of the screen.

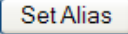
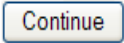
The myUMB Alias gives users the ability to create a customized myUMB ID. Other types of myUMB ID values include:

- Employee ID Number
- Student ID Number
- Affiliate ID
- 14-digit Customer number

Most of 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 myUMB password you just created!*

8. Enter your desired myUMB Alias and click on the “Check Availability” button.



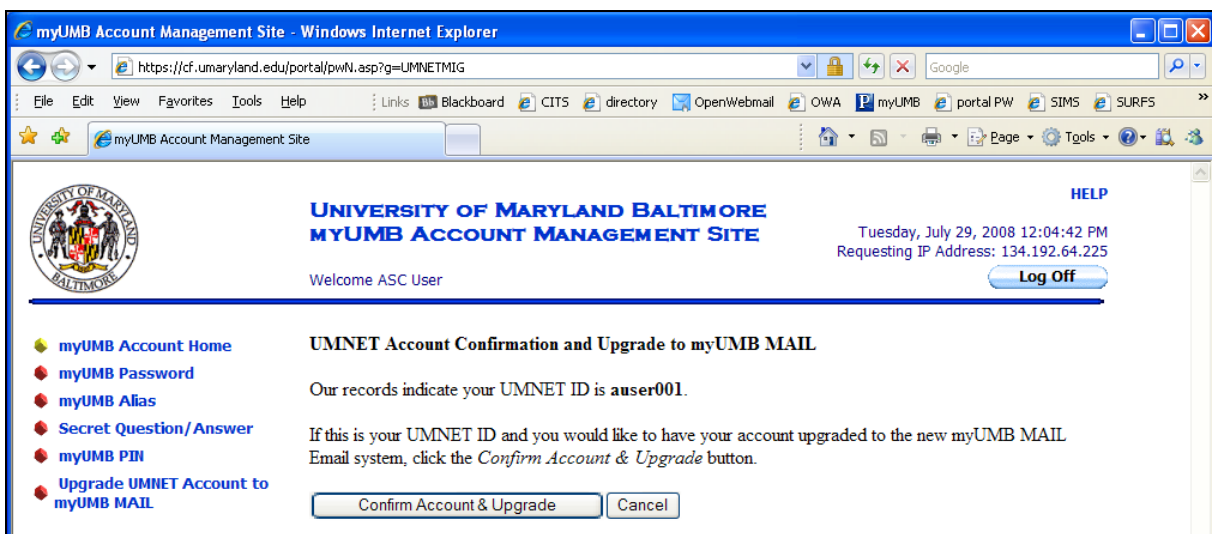
9. If the alias is available, click on the  button to set this as your myUMB Alias.
10. Click on the  button to return to the myUMB Account Management Site home page to migrate your account.
11. At this point you may be asked to read through the “Information Technology Acceptable Use Policy”. Click on the button “I Agree” to continue with the upgrade process.

12. Verify that the UMnet ID displayed is correct. If you are ready to upgrade you UMnet account, click on the button “Confirm Account & Upgrade”.

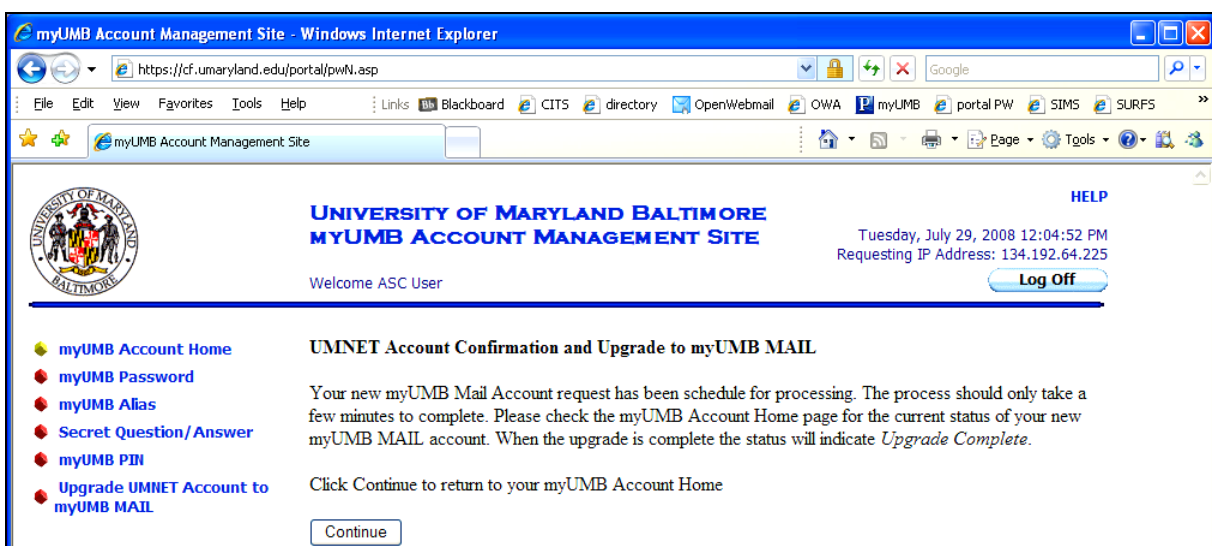
**NOTE:** If the “Confirm Account & Upgrade” button does not automatically appear, click on the ‘Upgrade UMNET Account to myUMB MAIL’ link. If the “Upgrade UMNET Account to myUMB MAIL” link is missing please contact the ASC Help Desk.

Once you upgrade your UMnet account, your emails will be migrated to the myUMB Mail system and *access to Open Webmail or the UMnet servers will be disabled*. You will need to use the new myUMB Mail website (<https://webmail.umaryland.edu>) and the myUMB Mail servers to access your email account.

If you are not ready to upgrade your account at this time, click on the “Cancel” button. This will end the Upgrade Process. To start the process again, you will need to click on the link in the “Upgrade” email you received and log into the myUMB Account Management site again.

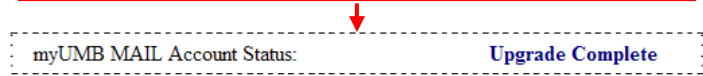
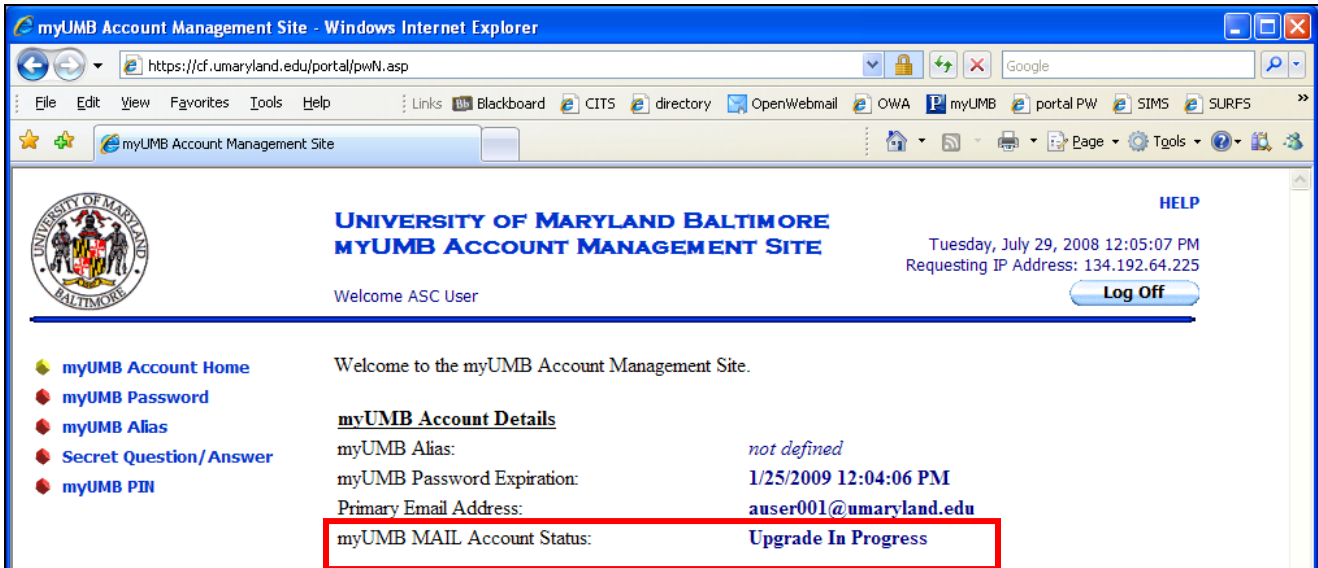


13. After clicking on the “Confirm Account & Upgrade” button you should receive a screen confirming your request. Click on the “Continue” button to return to the myUMB Account Management Home screen.



14. The myUMB Account Management site will display the status of your UMnet Upgrade request.

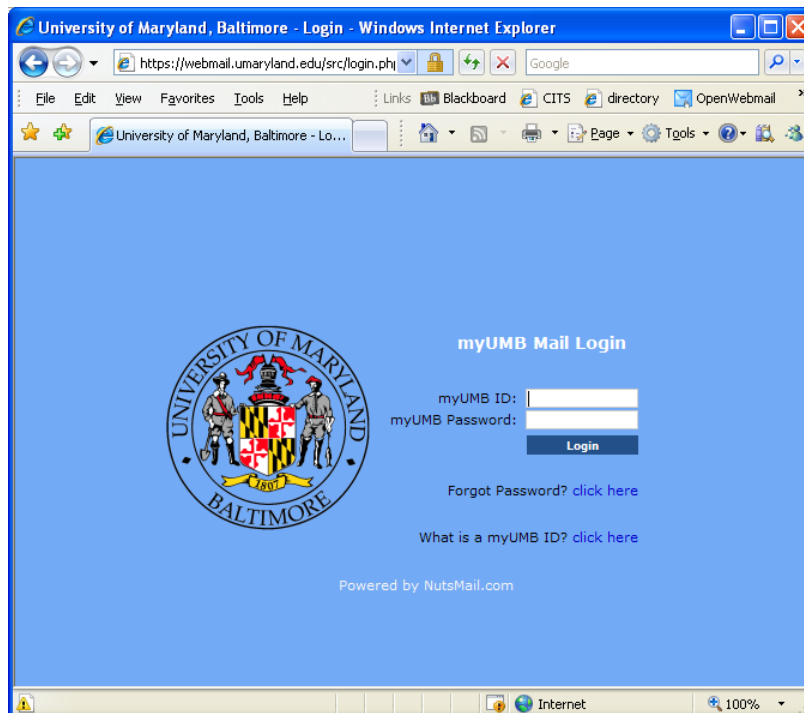
Click on your browser's refresh button after 5-10 minutes to check on the status of your request. Once your request has been processed, the myUMB MAIL Account Status will change to "Upgrade Complete".



## Logging into and configuring your myUMB Mail account

1. Once the upgrade process is complete you can log into your new myUMB Mail account. Open a new internet browser window and go to the website <https://webmail.umaryland.edu>

Log in with your myUMB ID and password and click on the "Login" button.



- If this is the first time you are logging into the myUMB Mail system, the “Personal Information” screen will appear.

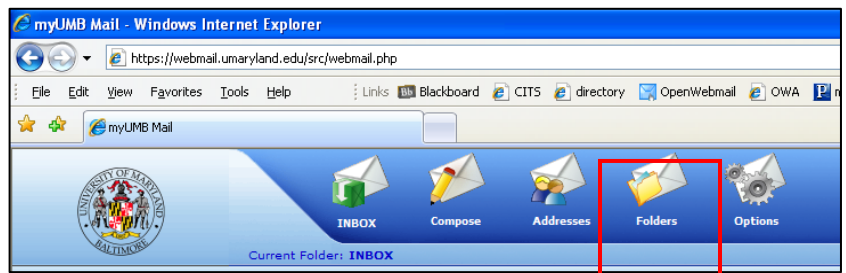
**NOTE:** If this page does not automatically appear, click on the “Options” folder and select “Personal Information” to access this page.

Enter the following information and click on the “Submit” button to apply this information to your account.

Field	Information Entered
Full Name	Your name
E-mail Address	Your email address (i.e. <a href="mailto:auser001@umaryland.edu">auser001@umaryland.edu</a> )
Reply To	Your email address (i.e. <a href="mailto:auser001@umaryland.edu">auser001@umaryland.edu</a> )

- If you have used the previous UMnet email system, you will need to subscribe to the email folders you created in UMnet.

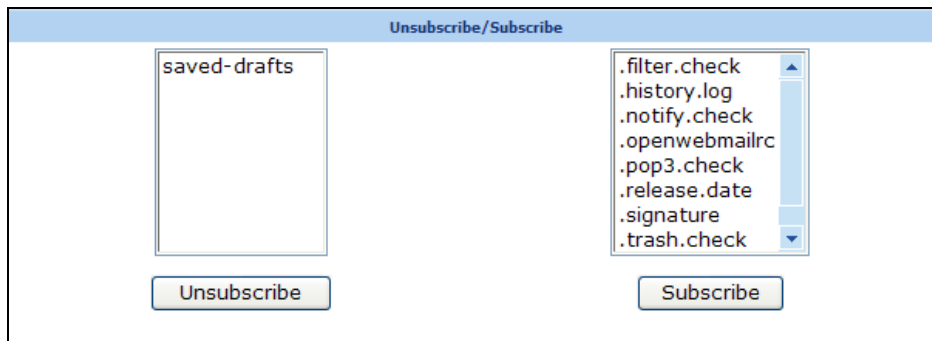
Click on the “Folders” button at the top of the screen to subscribe to your missing folders.



- Under the “Unsubscribe/Subscribe” section scroll to the bottom of the list to find your email folders. Select the folder you are missing and click on the “Subscribe” button.



The folder should appear in a new column on the left.



Repeat this process to subscribe to the rest of your missing email folders.

**NOTE:** Do not subscribe any of the ‘folders’ starting with a period. These are not folders in your account that contain email messages!

- Click on the “Inbox” button to return to the main screen of your account. Your myUMB Mail account is now ready to use.

**NOTE:** If you checked your UMnet account using another email client (i.e. Outlook, Eudora, Apple Mail...) you will need to reconfigure your client to check the myUMB Mail servers instead of the UMnet Servers. For email client configurations, visit the myUMB Mail support site <http://www.umaryland.edu/helpdesk/products/myumbmail>.

Congratulations! You have completed the UMnet Upgrade process. For more information about the myUMB Mail system and this project, please visit <http://www.umaryland.edu/helpdesk/products/myumbmail>.

## Questions?

For questions about the new **myUMB Mail** system or these instructions, 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](mailto:help@umaryland.edu).