

September 21, 2011

## ***myUM Portal Reference Guide***

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### **How do I access the Portal?**

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

### **What is my myUM Portal username and password?**

The myUM Portal uses myUM Authentication. Log in with your myUMid and password.

If you need to create a myUMid and Password, click on the "First Time User, Setup your Password" link. Once you are on the myUM Account Management Site, click on the "New User Setup Account" link to create a myUMid and password.

### **What do I do if I forget my password?**

Click on the "Forget Your Password" link to access the myUM Account Management Site. Once you have accessed the myUM Account Management Site, click the "Forgot your myUM Password" link.

### **How do I change my password?**

You can change your password or myUMid by logging into the myUM Account Management Site (<https://directory.umaryland.edu>) with your myUMid 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 myUM Portal account will be locked.


The system will unlock your account after 30 minutes. If you need to access your account immediately, call the IT 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 myUM Portal. Once you have logged into the myUM Portal, click on the "my UM Employee Info" link on the left side of the page.

Affiliates can update their Campus Contact information from the myUM Portal. Once you have logged in, click on the "my UM Affiliate Info" link on the left side of the page.

### **Where can I find the links to other Applications?**

Once have logged into the myUM Portal, click on the Customize icon () in the right corner of the "UM 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 myUM Portal for the changes to take effect.

### **QUESTIONS?**

If you require further assistance with the myUM Portal, please contact the IT Help Desk at 410-706-HELP or send e-mail to [help@umaryland.edu](mailto:help@umaryland.edu).