**New Login Procedure for Accessing Crystal/Access Reports**

CITS is implementing a new login procedure for those users who run SIMS (Crystal/Access) Reports.  This change will require you to have a separate username that will only be used to access these SIMS reports.  As part of this process you will be asked to validate your UMID password in order to make sure that it is compliant for accessing the reporting views.  Your previous Banner username/password must NOT be used to access SIMS (Crystal/Access) Reports once this change becomes effective.  If you did have to change your password, it will now become your official UMID password for all applications including how you login into your desktop and Eduroam.

Your new \_RPTS username will be used for SIMS (Crystal/Access) reporting.  This username will only work for SIMS reporting and will use your UMID password. For new users it will be issued along with your new SIMS account information if reporting is required. For existing users, you received your new \_RPTS username when we converted to Banner 8X Single Sign-On.

Before you use the new “\_RPTS” username for the first time, you will be required to verify that your UMID password is compliant for accessing the reporting views.  Please log into the UMB Account Management site (<https://directory.umaryland.edu>) to determine if your UMID password passes the requirements for special characters.  If it does not, you will be instructed to change it.

If you have any questions or encounter difficulty accessing (Crystal/Access) Reports, contact the SIMS team at [SIMSAdmin@umaryland.edu](mailto:SIMSAdmin@umaryland.edu)

If you have password problems, contact the CITS Help Desk at [help@umaryland.edu](mailto:help@umaryland.edu.)