Sunapsis Request Access Form Instructions

After signing up for in-person Sunapsis training, please follow these instructions to request access PRIOR to attending your training. You will be granted access right before the training, and will be able to log-in to the system during the training to test it out.

1. Go to https://sunapsis.umaryland.edu

2. Click on "Administrative Services for University Departments

3. Log-in with your UMID and password

4. Complete the form that looks like this – please fill all fields, not just required fields.