

# UMB IT Resources for New Employees

## What is the UMID?

The UMID is a unique username that you will use to create your account on the UMB Account Management Site. It is a crucial part of the single sign-on (SSO) system that will reduce the number of passwords and logins each user must remember and maintain.

- You will receive your workstation/email ID and temporary password from your supervisor.
- Go to <https://directory.umd.edu/> and “New User, Set Up Account” to set up your account. The workstation/ email ID is the provided email address **NOT** including @umaryland.edu

## Preferred Name

Preferred Name allows any faculty, staff, or student to identify themselves within UMB’s information systems with a preferred first and/or last name in addition to their legal name.

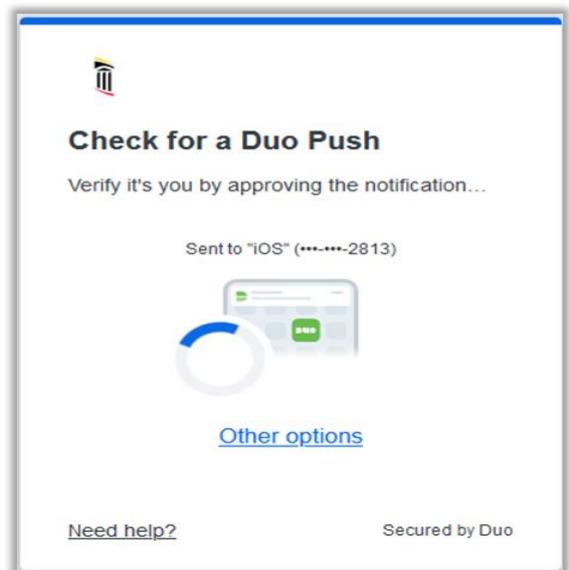
Update through

- [https://cfapps.umd.edu/preferred\\_name/](https://cfapps.umd.edu/preferred_name/) OR
- myUMB Portal - “Preferred Name” under Self-Service

## DUO Multi-Factor Authentication

DUO is the application used by UMB for Multi-Factor Authentication, which provides a 2<sup>nd</sup> level of identity checking.

- Best Practices:
  - Download the DUO Mobile App and utilize the Push function
  - Register a 2<sup>nd</sup> device
  - Check “Remember me for 7 days” box
- Enroll in Duo at:  
<https://www.umd.edu/cits/services/duo/new-user-enrollment---duo-universal-prompt/>
- General Information: <https://www.umd.edu/duo>



## UMB Alerts

UMB Alerts is the system used by the Emergency Management Team at the University of Maryland, Baltimore to notify the campus community about emergencies and weather-related closings.

- You are automatically signed up for UMB Alerts via email but can register to get SMS texts as well when setting up your UMID.
- To learn more, visit <https://www.umb.umaryland.edu/emergency/alerts>

## myUMB Portal

The myUMB Portal provides access to many applications, tools, and news pertinent to the UMB community. You can access it from:

- The UMB Home page – <https://umaryland.edu> – in the top left of the banner
- Directly at <https://myumb.umaryland.edu>

The Portal is unique to each user based on their security role, which includes if you're exempt or non-exempt, what department or school you work for, and even your specific job.

What is the same across the board for all users:

- In the upper left-hand corner are UMB icons. Certain icons will default, including access to your timesheet.
- The screen is comprised of widgets – each box is a widget. These are CUSTOMIZABLE! Widgets that you don't need can be removed, other widgets in our "widget library" can be added, and even the order they appear in can be customized.
- Everyone will have:
  - Self-Service – provides access to items such as your timesheet, managing your UMID, and Preferred Name.
  - HR – provides access to items such as POSC (paycheck and W2 data), leave inquiry, and the LMS.
  - Setting (Gear icon in the toolbar) – will provide access to where you can customize your portal, including instructions in Help.
- What's available in the portal:
  - Electronic Timesheet – *UMB Icons & Self-Service*
  - Manage your UMID – *Self-Service*
  - Leave Inquiry – *HR*
  - Employee Learning (LMS) – *HR*
  - Training Opportunities – *Training & Tutorials*
  - eUMB Systems Tutorial Browser (Timesheets)
  - UMB Systems Training (Database of UMB courses)
  - Quantum System Tutorials (Financial)
  - POSC (Paycheck & W2) – *HR*
  - Preferred Name – *Self-Service*

## Electronic Timesheets

Most employees are required to submit Electronic Timesheets (ETS).

- ETS documents hours or days worked, and leave taken (if eligible)
- Exempt faculty and staff record duty days (“D” rather than work hours)
- Non-exempt employees record in and out hours worked.

For training, visit:

- *eUMB Systems Tutorial Browser* in the myUMB Portal/ Training & Tutorials widget
- Direct tutorial Link: <https://umaryland.my.uperform.com/#/>

## Microsoft Office 365

Microsoft Office 365 is our cloud-based productivity toolkit which allows access to all your files and information anywhere, anytime.

- Applications include OneDrive, SharePoint, Outlook, Word, Excel, PowerPoint and Teams
- Access any application with any device with an internet connection through <https://portal.office.com>
- Client/Desktop versions of Outlook and the Office Suite are installed on your UMB issued computer
- Outlook email is UMB’s primary method to share information and communicate with the UMB community
- For additional resources and to learn more about Microsoft Applications available, visit: <https://www.umaryland.edu/office365/>

**UMB File Storage Best Practices:** When deciding where to store a file, determine who will need to access this file. If only you will need access, then OneDrive is recommended for file saving. If others need to access, edit, or share this file then it should be saved to a document library in SharePoint.

### OneDrive

- Used for personal work files that only the employee needs to access.
- File Sharing from OneDrive is NOT recommended and should only be used on a limited / short term basis if necessary.
- For additional information visit <https://www.umaryland.edu/office365/onedrive-for-business/>

### SharePoint

- Used for any work file that requires interaction (access, viewing, editing, sharing.)
- File collaboration is encouraged and supported through Teams. Each Team has its own SharePoint Site which serves as a document library for everyone on that Team.
- For additional information visit <https://www.umaryland.edu/cits/training/microsoft-365/sharepoint/>

## Eduroam Wireless Access

Eduroam allows students, faculty, and staff from participating institutions to obtain internet connectivity across campus and when visiting other participating institutions by utilizing their UMaryland Email login on their laptop or smartphone.

- Once connected you are registered and connected to Eduroam, you can actually connect to Eduroam at any UM Institution that offers it as well
- For more information visit: <https://www.umd.edu/cits/services/eduroam/>

## Conferencing Software

UMB presently offers 2 conferencing tools:

### Zoom

- Support Site – <https://www.umd.edu/zoom>
- Web Interface – <https://umaryland.zoom.us>

### Teams

- Support Site – <https://www.umd.edu/office365>
- Web Interface – <https://portal.office.com>

Both tools can also be accessed using the appropriate Outlook plug-ins that are available in Calendar.

To learn more about these conferencing tools visit: <https://www.umd.edu/cits/services/a-z-service-listing/>

## CITS Webpage

To find additional resources for applications and services available at UMB, visit: <https://www.umd.edu/cits/>

## CITS Services

- To conduct a search for applications and services, visit:
- <https://www.umd.edu/cits/services/>

## IT Training

The IT Training and Communications department offers training on various applications, including the Microsoft 365 suite of products

- Office Support Site – [www.umd.edu/office365/](https://www.umd.edu/office365/)
- Additionally, the Training Resources Page offers information on important and timely topics, including how to apply sensitivity labels to Office files and how to send secure emails using [secure] in the subject line.

## IT Security Best Practices

In this day and age of technology, IT Security is more important than ever. Please review and follow the following best practices to help ensure the safety of your data.

- Use two-factor or multi-factor authentication (MFA) for all personal accounts or services that support this technology.
- Only accept DUO requests when you are actively trying to login to a system or application.
- Ensure that your computer has the latest version of the operating system and keep your software up to date by turning on automatic updates.
- Ensure that you are using antivirus protection, with regular updates.
- Beware of suspicious emails and phone calls because they could be phishing scams and/or contain malware.

## IT Help Desk

The IT Help Desk provides support to faculty, students, staff, affiliates and all community system members for all campus-wide applications.

### To reach the central IT Help Desk:

Email: [help@umaryland.edu](mailto:help@umaryland.edu)

Call: 410-706-HELP (4357)

**Support Site:** <https://umaryland.edu/helpdesk>

## IT Help Desk Tips

**Web Browser** – for any **web-based application/system** that is causing an issue:

- Try another browser
- Clear the browser cache/history
- Reboot your computers
- Try again!

**When E-mailing the Help Desk, include:**

- A useful subject line
- Any error message
- The URL or system name
- A screen shot of the problem
- Your name

## IT Software

- The **Software Licensing Office** was created to assure the availability of site-licensed or educationally priced software to members of the University of Maryland community.
- **To learn more about prices and software and licenses available, visit:** <https://umaryland.edu/cits/software>
- Email: [help@umaryland.edu](mailto:help@umaryland.edu)