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 much remember and maintain.

- You will receive your workstation/email ID and temporary password from your supervisor.
- Go to https://directory.umaryland.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://cf.umaryland.edu/preferred_name/main.cfm 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 2nd level of identity checking.

- Best Practices:
  - Download the DUO Mobile App and utilize the Push function
  - Register a 2nd device
  - Check “Remember me for 7 days” box
- Enroll in Duo at: https://www.umaryland.edu/cits/services/duo/enrollment
- General Information: https://www.umaryland.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.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:
  o Self-Service – provides access to items such as your timesheet, managing your UMID, and Preferred Name.
  o HR – provides access to items such as POSC (paycheck and W2 data), leave inquiry, and the LMS.
  o 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:
  o Electronic Timesheet – UMB Icons & Self-Service
  o Manage your UMID – Self-Service
  o Leave Inquiry – HR
  o Employee Learning (LMS) – HR
  o Training Opportunities – Training & Tutorials
  o eUMB Systems Tutorial Browser (Timesheets)
  o UMB Systems Training (Database of UMB courses)
  o Quantum System Tutorials (Financial)
  o POSC (Paycheck & W2) – HR
  o 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: http://cf.umaryland.edu/ondemandtraining/enterprise/PlayerPackage/

For more information, visit:
https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/

Training Opportunities

Self Paced/ E-Learnings – Visit our Learning Management System (LMS) at:

- https://www.umaryland.edu/hrs/ OR
- myUMB Portal – HR widget, “Employee Learning (LMS)”

Annual required trainings can be found here, along with an extensive catalog of school/dept specific trainings.

Instructor Led (In person and Virtual) – Visit our training enrollment database at:

- https://cf.umaryland.edu/cits_training/home.cfm OR
- myUMB Portal - Training & Tutorials widget, “UMB Systems Training”

Click “Add Course” and then “Course Type” to view course descriptions and to register

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.umaryland.edu/cits/services/eduroam/
Microsoft Office 365

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

- Applications include:
  - OneDrive, SharePoint, Outlook, Word, Excel, PowerPoint and Teams
- All applications can be access through https://portal.office.com as long as you have internet connection and a device
- Client/Desktop versions of Outlook and the Office Suite are installed on your UMB issued computer
- For additional resources and to learn more about Microsoft Applications available, visit: https://www.umaryland.edu/office365/

Outlook Email

Outlook email is UMB’s primary method to share information and communicate with the UMB community. It can be accessed via the client application on your UMB computer or through http://portal.office.com.

Conferencing Software

UMB presently offers 3 conferencing tools:

Zoom
- Support Site – https://www.umaryland.edu/zoom
- Web Interface – https://umaryland.zoom.us

Webex
- Support Site – https://www.umaryland.edu/webex
- Web Interface – https://umaryland.webex.com

Teams
- Support Site – https://www.umaryland.edu/office365
- Web Interface – https://portal.office.com

All 3 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.umaryland.edu/cits/services/a-z-service-listing/
CITS Webpage
To find additional resources for applications and services available at UMB, visit:

https://www.umaryland.edu/cits/

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
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

Review the Top Ten Calls to the Help Desk ([https://www.umaryland.edu/helpdesk/top-calls-for-help/](https://www.umaryland.edu/helpdesk/top-calls-for-help/)) for a possible quick solution to your issue!

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](https://umaryland.edu/cits/software)

Email: help@umaryland.edu

IT Training

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

- 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.

CITS Services

To conduct a search for applications and services, visit:

[https://www.umaryland.edu/cits/services/](https://www.umaryland.edu/cits/services/)