

## Activating a UMID Account

An workstation/email ID and a temporary password\* will be created prior to your start date and provided by your supervisor. Once you receive it, you will set up your UMID account and create a unique password, which will be used to sign-on to most UMB systems.

**\*Please note:** If you log-in to a UMB issued device (E.g. Laptop/desktop) prior to activating your UMID, you may be prompted to create a new password. This new password will be used as your password in the UMID activation process.

1. Go to the [UMB Account Management Site](#) and click on the **New User, Set Up Account** link.

2. **Verify your identity**

The information you enter must match what is listed on your employee, student, or affiliate record.

- a. Enter your **Last Name**
- b. Enter your **Date of Birth** (Month, Day, Year)
- c. Select the option for either the “Last 4 digits of Social Security Number” or the “UM PIN (4 digits)”.  
**NOTE:** If you are an affiliate, Community System member, or your employee or student record does not contain a Social Security Number, you will need to enter a 4-digit UM PIN. The system will not be able to find your account using the last 4 digits of a Social Security Number.
- d. Enter the Last 4 digits of your Social Security Number or a UMB PIN.
- e. Click the **Submit** button to search for your account.

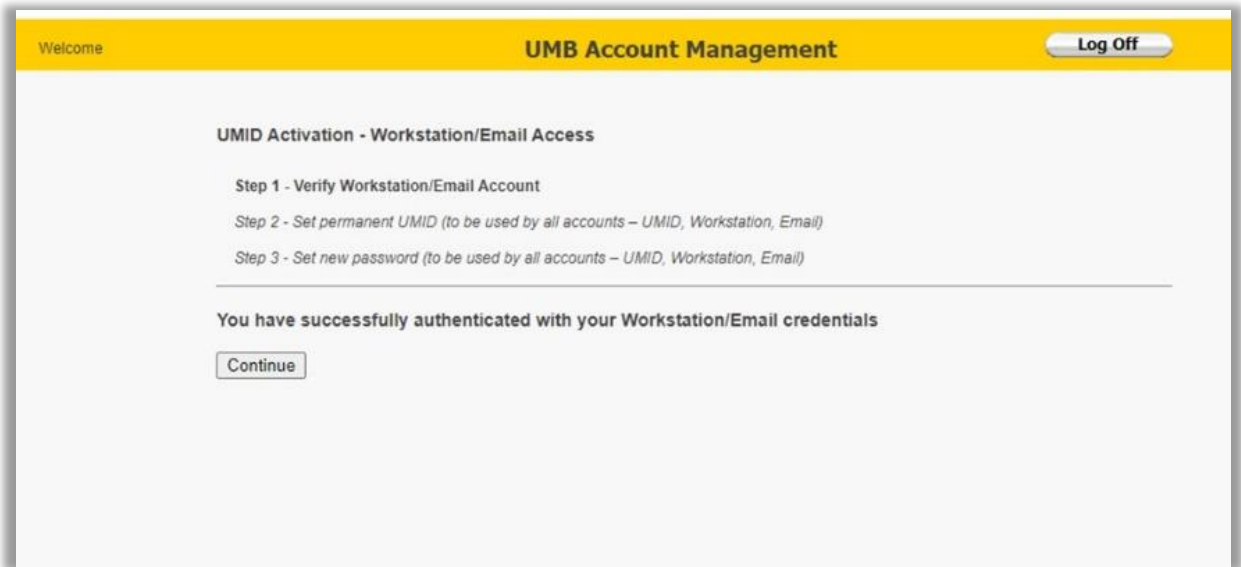
### 3. UMID Activation – Workstation/Email Access

- a. In the **Workstation/Email ID** field: enter the email ID provided by your supervisor. This will be the name portion of your UMB email address. In most cases, first initial and last name (i.e. JSmith). Do not include @umaryland.edu.
- b. In the **Password** field: enter the temporary password provided with your Email/workstation ID (after step 5 you will be prompted to select a new password)

If you receive an error message, you may have changed your password on your UMB issued device. If this is the case, use that password.

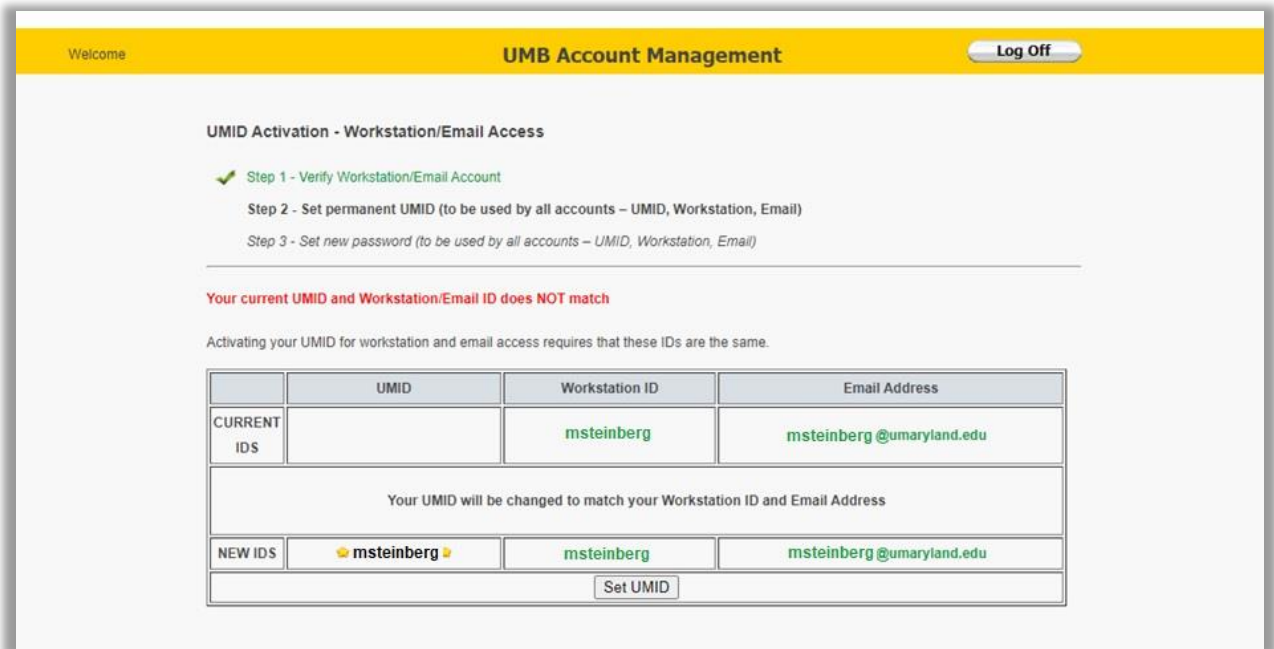
Click **Submit**.

4. The following will appear:



Click **Continue**.

5. The following will appear:



Click **Set UMID**

From this point, you will be prompted to select a security picture, phrase and security questions to complete the account set-up.