INSTRUCTIONS FOR CREATING A UMD ASSOCIATE ACCOUNT

1. To begin, go to the Associate Account Registration page and enter the information requested.

2. On the next screen, accept your Directory ID and agree to follow the Acceptable Use Guidelines.

3. You will receive a message confirming the request, and password setup instructions will be emailed to your address.
4. Visit the link provided to activate your account and set a password. The link expires after 10 minutes and accounts that are not confirmed will be deleted after 120 days.

5. Enter a new password for your account, then click Update Password.

6. After a password is established, you will receive the following message:

Before you can view your student’s records, your student must grant access in Testudo using the Parent/Guardian Access section of the My Profile page. Once access is granted, parents/guardians can log in from the Parents & Family Members section of the Office of the Registrar website.
7. You may update your profile here; log in with your Directory ID and password.

NOTE:

- Associate accounts Directory IDs will be the entire email address (user@email.com).
- Password Expiration: Directory Passwords are valid for up to 180 days. Account holders will be notified via email to reset and update their password in order to prevent deletion of the account. A password reset generates a link emailed to the account that remains valid for 10 minutes.
- Account Expiration: Accounts with expired passwords or with no activity after creation will be deleted and removed from the system after 120 days

For help, contact the IT Service Desk:
301-405-1500 | itsc@umd.edu
Monday – Thursday: 8:00am-10:00pm; Friday: 8:00am – 6:00pm