INSTRUCTIONS FOR CREATING A UMD ASSOCIATE ACCOUNT

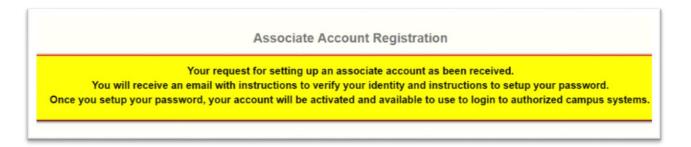
1. To begin, go to the Associate Account Registration page and enter the information requested.

Associate Account Registration					
Create a University of Maryland Associate Account					
Your Associate Account will be assigned access on a per service basis. For example, a student could authorize your account to view information in Testudo. The email address you enter below will be your ID (also known as a Directory ID).					
First Name					
Last Name					
Email					
Confirm Email					
Phone Number					
Submit	Clear Form				

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

The ID you have selected: umd.associate@mail.com				
Defines your login ID for a number of systems and services Defines your e-mail address at the university as umd.associate@mail.com If you are satisfied now, and expect to be satisfied with <i>umd.associate@mail.com</i> for the foreseeable future, please press the ACCEPT button below. By accepting this ID, you promise to conform to the Acceptable Use Guidelines available at http://it.umd.edu/aup.				
Select "Yes" if you agree to follow the Acceptable Use Guidelines NO				
ACCEPT				

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.

ñ.	guest-activation-noreply@umd.edu	12:10 PM (21 hours ago) ☆	*	*	
	Dear Jane Doe,				
	Please click on the link or copy and paste the url in a browser to activate your University of Maryland guest account. If you did not make or request for a guest account, please contact University of Maryland's Division of IT Help Desk at <u>301.405.1500</u> , or the Security Operations Center at <u>301.226.4225</u> .				
		T Help Desk at <u>301.405.1500</u> , or the	Securi	ty	

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

Passwo	rd Setup
gratulations! We have confirmed your identity. Please enter your new password.	Password Requirements
Update Password	 A password must be at least 8 and no more than 32 characters in length. A password must contain at least one character from each of the following sets: Uppercase atplacted (A-2)
New Password	 Lowercase alphabet (a-z) Number (0-9) and special characters (such as # @ \$ & among others)
Re-enter New Password	 A password may not begin or end with the space character. A password may not contain more than two consecutive identical characters. A password may not be (or be a variation of) a dictionary word in English or many
Update Password	other languages. This includes making simple substitutions of digits or punctuation that resemble alphabetic characters (such as replacing the letter S in a common word with the S
	 Passwords should not contain: carriage return, linefeed, /, \ or a trailing * symbol). Please visit http://it.umd.edu/passwordi/index.html to find out more about Directory password

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

Successfully set associate user password. Associate account has been activated. This account may now be granted access to other UMD systems using your email address. To update your name, email address, or phone number, visit the Associate Profile page.

Before you can view your student's records, your student must grant access in <u>Testudo</u> using the **Parent/Guardian Access** section of the **My Profile** page. Once access is granted, parents/guardians can log in from the <u>Parents & Family Members</u> section of the Office of the Regstrar website.

7. You may update your profile <u>here</u>; log in with your Directory ID and password.

Associate	Associate Account Management			
To change your profile information, click the edit button below.				
Associate ID / Email Address	umd.associate@mail.com			
First Name	John			
Last Name	Smith			
Phone Number	1234567890			
Edit Profile	Manage Password Logout			

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