

To create your myUMB account:

1. Go to the myUMB Account Management Site. (<https://directory.umaryland.edu/pw.asp>)
2. Then click on the ***New User, Set Up Account*** link.
3. On the next page you will be asked to fill in some basic information to confirm your identity. Fill out the form and click submit.
4. Assuming you entered your personal information correctly, the next screen will show the UMB Information Technology Acceptable Use Policy. Basically, don't do bad things, don't spam, and don't resell information.
5. After you agree to the Acceptable Use Policy, the system will take you to another page where you will be asked to create a secret question/answer combination. This is so you can easily get back into your account if you forget your password.
6. After you setup your secret question, you will be directed to choose your myUMB Password. Please select something that your will be able to remember.
7. Finally, you need to select your myUMB Alias. This is your logon account. Click myUMBAlias on the left side of the screen, and you will be taken to the myUMB Alias Setup screen where you will be able to create a logon of your choice. Most people use First Initial followed by Last Name, so that Bob Smith's alias is bsmith, but you can pick whatever you want that is still available.