Activate Your Computer Accounts at the University of Maryland

Security:
No one from the University of Maryland will ask you to respond to an email with any message requiring you to include your DirectoryID and or Password.

Directory ID
Each student is assigned a DirectoryID which is used to access your email account, Testudo for registration for classes, ELMS for Canvas online course content, campus wireless access and many other computer systems on campus.

A DirectoryID takes on the form of portions of your first and last name with perhaps a number. You will follow several steps to discover your DirectoryID and then activate an email account for yourself.

Follow these steps to discover your DirectoryID and activate your account email,

1. Launch your browser (Internet Explorer, Chrome, Firefox, Safari, etc.) and go to the following internet address:
   www.oit.umd.edu/new/student.html

2. Note that the campus has Acceptable Use Guidelines for all members of the campus community which prohibits illegal activities.

3. Follow the Start here link to activate your DirectoryID, set your password and activate accounts.
   a. Follow the prompts for the University’s Identity Verification process.

4. You may then discover your Directory ID and set your password. The password must contain 8 or more characters and contain upper case, lower case letters and at least one number or special character. The password MUST be typed twice. DO NOT ALLOW ANYONE to have your password!
   a. It is a violation of UMD policy for others (even parents) to access your account.

5. Set your security questions. This will allow you to get back into the account to change the password if you forget the password or let it expire (every 180 days).

6. My DirectoryID is ________________________ (to access Testudo.umd.edu, ELMS.umd.edu, my.umd.edu, Bursar.umd.edu, or wireless services on campus

7. My UMD email address is: _________________@umd.edu (TERPmail is not needed in the email address although you can use the form DirectoryID@TERPmail.umd.edu if you like.

   a. At the bottom right, choose Activate your UMD Accounts. Log in and follow instructions to activate email (TerpMail account).

9. DO NOT tell anyone your password!! NO member of the University computer support staff
will ever ask you for your password by any voice or email communication! Please note that SPAM emails may come to your email address suggesting or otherwise requiring that you verify your DirectoryID, email or password. **THESE MESSAGES ARE BOGUS!! Please ignore them!!**

10. **Email** may then be retrieved via any web browser from the web address: **TERPmail.umd.edu** or at the entry portal **my.umd.edu**.

11. **Student Help Desk**: The campus OIT Department has many help pages on line and many resource people to assist you with a host of computer issues. The web address is: **www.helpdesk.umd.edu**. The phone number is 301-405-1400.

12. **Antivirus Software**: Please make certain your computer is protected from getting a virus. The campus advises using Microsoft Security Essentials free from Microsoft available at [http://www.microsoft.com/security_essentials/](http://www.microsoft.com/security_essentials/). This is free to any user at the Microsoft.com website. It updates automatically on a daily basis.

13. **Password Expiration**: Your DirectoryID password expires every 180 days. You will get email messages 35 days out indicating it is time to change your password. You will be prompted to go to **password.umd.edu** to change your password before it expires. **NOTE**: It WILL NOT be a clickable link as a security precaution. You must type in the address to go there.

14. **Password Compromised, Forgotten or Expired**: You can reset your password at anytime at the following address: **password.umd.edu**.

Contact Roy Walls, rwalls@umd.edu or 301-405-7526 for a demo or help in accessing your email at the University.

**Access your email at**  **www.TERPmail.umd.edu**  It should be instantaneous and you should have a welcome message from the University.

Try to access **Testudo.umd.edu, then click** the Office of the Registrar page – then Registration (Drop/Add courses) and ACCEPT. If you can log in, you will be able to register at orientation. You are now ready to add courses after advising takes place.