New User Reference

# User Information

Username: Click or tap here to enter text.

Password: Click or tap here to enter text.

# First Step: Change your Password

## On-Site First Time Computer Login

If you are logging into a Department of Medicine Supported computer for the first time you will be prompted to change your password.

1. At the login screen select “Other User”.
2. Enter your Username and Password from above.
3. Follow the prompts to change your password.

For more information on password requirements and recovery, visit <https://password.som.umaryland.edu>

## Off-Site First Time Login Remotely

If you are not on site, you can change your password (from above), setup recovery, and view requirements by visiting the SOM Password Management site <https://password.som.umaryland.edu>

# NEXT STEPS

* Register DUO – Multifactor Authentication
	+ DUO multifactor authentication is required for remote access, campus systems, and other logins.
	+ Information and registration can be found on the Duo MFA site: <https://www.medschool.umaryland.edu/IS/Security/Duo-MFA/>
* Onboarding - State Employees Only
	+ State employees may complete onboarding to register their UMID. Visit <https://directory.umaryland.edu> and select “New User, Set Up Account.”

# Important IT Information for New Users

* Your e-mail address is username@som.umaryland.edu
* Our IS website is located at: <http://www.medschool.umaryland.edu/medicine/IS/>
* Our IT policies are at: <http://www.medschool.umaryland.edu/medicine/IS/Policies/>
* For IT assistance see our support page: <http://www.medschool.umaryland.edu/medicine/IS/Support/>
	+ There are many different IT groups on campus. Unless you know a specific Helpdesk is needed, visit our support page to view your support options.
* Data:
	+ Save all work data to Teams, your work Onedrive or the I drive per UMB/SOM policy.
		- <http://www.medschool.umaryland.edu/medicine/IS/Microsoft-Office-365/>
	+ Your computer is not backed up!
* Restart your computer at the end of the day by selecting (START, SHUTDOWN, RESTART). DO NOT TURN IT OFF! (Your computer must be on at night to install patches, update software and to run inventory and virus scans.)
* Sign up for UM Alerts: <http://www.umaryland.edu/alerts> to be notified of important campus messages on your phone and/or e-mail.
* Remote Access
	+ To check e-mail from any web-browser, login to <https://outlook.office.com/owa>
	+ If you require remote access to more than e-mail, see our Remote Access page for information: <http://www.medschool.umaryland.edu/medicine/IS/Remote-Access/>