

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

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 *umd.associate@mail.com* 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>.

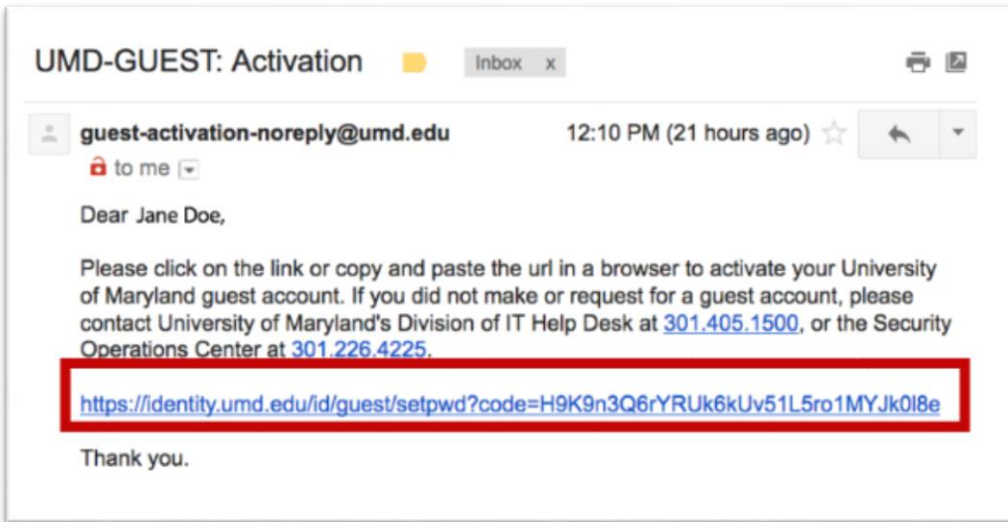
Select "Yes" if you agree to follow the Acceptable Use Guidelines

3. You will receive a message confirming the request, and password setup instructions will be emailed to your address.

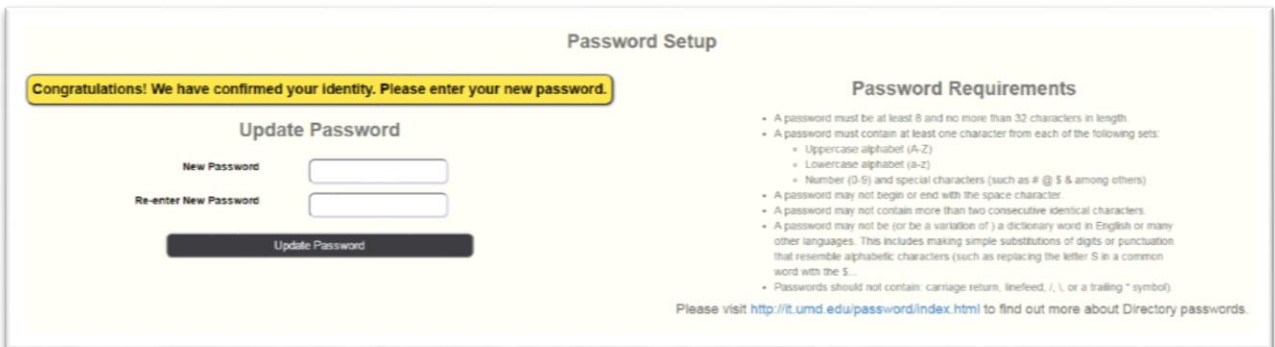
Associate Account Registration

Your request for setting up an associate account as been received.
You will receive an email with instructions to verify your identity and instructions to setup your password.
Once you setup your password, your account will be activated and available to use to login to authorized campus systems.

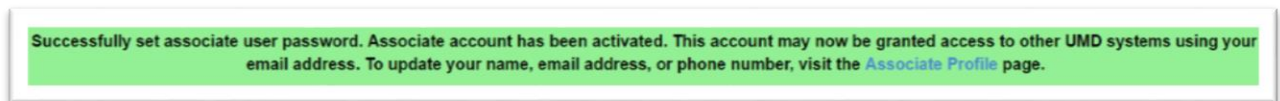
4. Visit the link provided to activate your account and set a password. The link expires after 10 minutes and accounts that are not confirmed will be deleted after 120 days.



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

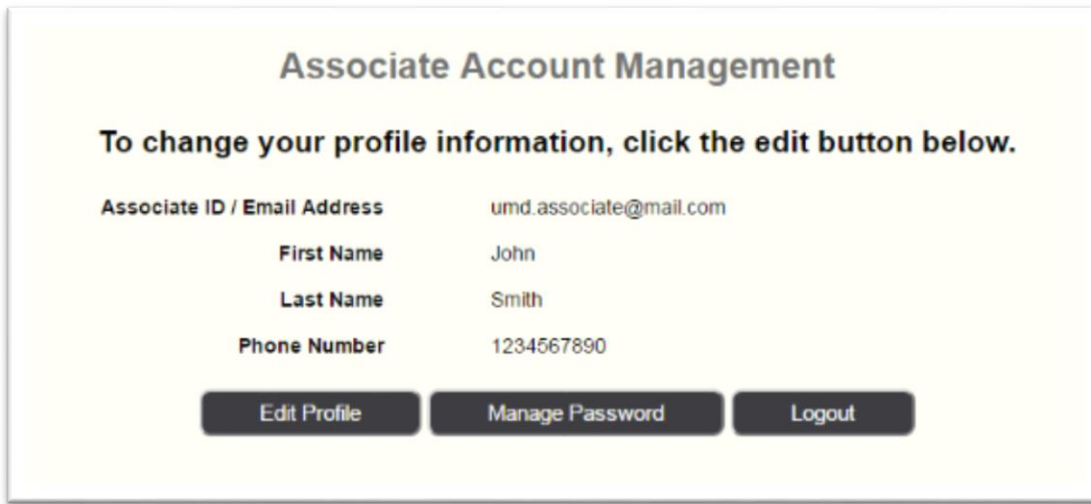


6. After a password is established, you will receive the following message:



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.



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