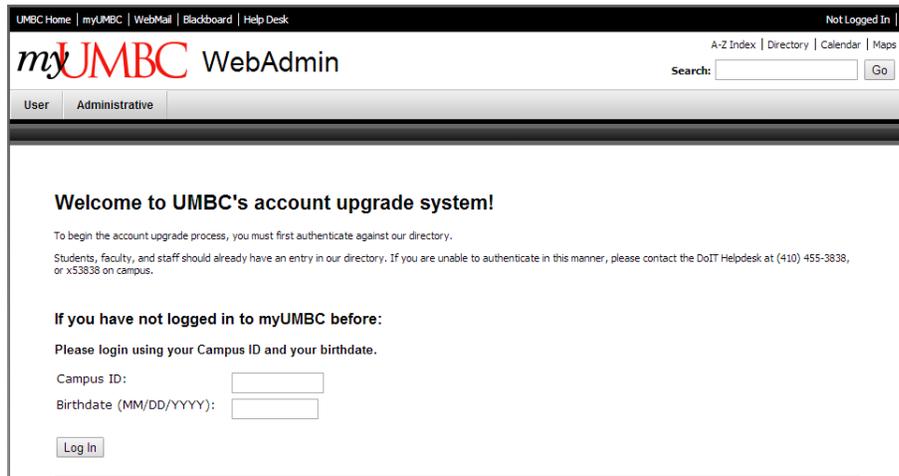


## UMBC Upward Bound Online Component Logging into UMBC for the first time

1. At this point, you should have received a message from UMBC from [UMBC-TSC@umbc.edu](mailto:UMBC-TSC@umbc.edu). Open the message and click the link which will take you to <https://webadmin.umbc.edu/admin//User/Create> to create your UMBC Account. You will need this account to access Blackboard and the UMBC Upward Bound Online Course.
2. Once you click the line, you will see a screen that looks like the one below. Enter the campus ID given to you in the e-mail from UMBC-TSC and your birthdate and then click Log In.



The screenshot shows the myUMBC WebAdmin interface. At the top, there are navigation links: UMBC Home, myUMBC, WebMail, Blackboard, and Help Desk. On the right, it says "Not Logged In" and provides links for A-Z Index, Directory, Calendar, and Maps. A search bar is also present. Below the navigation is a tabbed interface with "User" and "Administrative" tabs. The main content area has a heading "Welcome to UMBC's account upgrade system!" followed by instructions: "To begin the account upgrade process, you must first authenticate against our directory. Students, faculty, and staff should already have an entry in our directory. If you are unable to authenticate in this manner, please contact the DoIT Helpdesk at (410) 455-3838, or X53838 on campus." Below this, there is a section titled "If you have not logged in to myUMBC before:" with the instruction "Please login using your Campus ID and your birthdate." There are two input fields: "Campus ID:" and "Birthdate (MM/DD/YYYY):". A "Log In" button is located at the bottom of this section.

3. Choose a Username that is some variation of your first and last names. Please make your username professional and stick with your first and last name, only.
4. Once you choose a username, and you are happy with it, click Continue as shown on the screen below.



The screenshot shows the "Choose A Username" page in the myUMBC WebAdmin interface. It features the same navigation and search elements as the previous screenshot. The main heading is "Choose A Username". Below the heading, it says "You have chosen the following account name:" followed by a redacted name. Below that, it says "If this is OK with you, please click Continue below, or, Back to select another username." There are two buttons: "Continue" and "Go Back". Below these buttons, there is a table with two columns: "Creating Your Account" and "And Choose Another Username". At the bottom of the page, there is a footer with the following text: "The University of Maryland, Baltimore County  
An Honors University in Maryland  
1000 Hilltop Circle Baltimore, MD 21250 Phone: 410.455.1000  
Copyright © 1999-2006 The University of Maryland, Baltimore County  
All rights reserved."

- Next, select a password. The password must be at least 8 characters long and must contain at least one capital letter, one number and one special character such as @#\$% or ^. Write your password down before clicking on Continue to Login!

The screenshot shows the 'myUMBC WebAdmin' interface. At the top, there are navigation links for 'UMBC Home', 'myUMBC', 'WebMail', 'Blackboard', and 'Help Desk'. On the right, it says 'Not Logged In' and provides links for 'A-Z Index', 'Directory', 'Calendar', and 'Maps'. A search bar is also present. Below the navigation is a 'User' menu with 'Administrative' selected. The main heading is 'Activate Account'. The content area contains instructions: 'You must now choose an initial password for your account. Please enter your password in the two boxes below.' There are two input fields labeled 'Password:' and 'Verify Password:'. Below these, it says: 'The next step is to login using the username you've chosen: [redacted] and the password you've just entered. Please make sure you have them written down before continuing. After logging in you will be asked to setup your password recovery information.' A 'Continue to Login' button is at the bottom. The footer contains university contact information and copyright notices.

- The next screen will take you to the my.umbc.edu login page as seen below. Enter the username and password you just created and click Log In.

The screenshot shows the 'myUMBC' login page. The background is yellow. The 'myUMBC' logo is at the top. Below it, the text 'Log In or Create an Account' is displayed. There are two input fields: 'Email Address / Username / Campus ID' and 'Password'. A link for 'Forgot your password?' is on the left, and a green 'Log In' button is on the right. Below the login fields, there is a red warning: 'When you are finished... LOG OUT & CLOSE YOUR BROWSER'. At the bottom, there is an 'Important' notice about the use of UMBC computing resources.

- Once you log in, you will be asked to provide an alternate e-mail address (in case you need to reset your password) and security questions.

The screenshot shows the 'myUMBC WebAdmin' interface. At the top, there is a navigation bar with links for 'UMBC Home', 'myUMBC', 'WebMail', 'Blackboard', and 'Help Desk'. On the right, it says 'Logged in as | Log Out' and 'A-Z Index | Directory | Calendar | Maps'. Below the navigation bar, there is a search box with a 'Go' button. The main content area is titled 'Account Security Setup' and contains three sections: 'Alternate Email Address', 'Mobile Phone', and 'Security Questions'. Each section has a heading, a brief instruction, and a form with input fields and a radio button. At the bottom of the form is an 'Update my security settings' button.

- Once this is complete, you can log into Blackboard by clicking on the word Blackboard in the upper left toolbar.



Once you are able to access Blackboard, go to [gmail.umbc.edu](mailto:cdavis4@umbc.edu), login using your new username and password, and send a message to [cdavis4@umbc.edu](mailto:cdavis4@umbc.edu) letting me know that you are all set up.