New Graduate Student Instructions

We are excited to have you been admitted into the University of Maryland, College of Education and Graduate School. We are looking forward to completing your academic career journey with you! Please review and complete the steps as these are required for your entry and enrollment into your program of study.

First Steps

Accepting Admission:
Newly admitted graduate students must submit their intent to enroll into the University by logging back into your application. Open the Graduate School admission letter and click on “Declare your Decision” link to enter your acceptance. See below.

Click on “Declare your decision”; Choose “Accept offer”; Scroll down and look for this message:

Directory Credentials

To set up your University Directory ID, follow the instructions listed at: https://identity.umd.edu/id/newuser.

Please note that you’ll need the activation code listed below.

This code will expire on 2/4/2021. However, you can always return to this page to get a new code that is not expired.

Follow the link to identity.umd.edu to set up your Directory ID/Email and password.

Set up Directory ID/Email and password:
You must set up your directory ID and password. The UMD directory ID and password will be used to access your UMD email account and all other resources and systems throughout campus.

To set up your University Directory ID and password:

1) Go to https://identity.umd.edu/
2) Click on “Activate Account”
3) To begin you will first need to “Verify your ID”, A) Change the right hand-side “Last 5 SSN” to “Activation Code”. B) Enter the 12-digit code received from your Graduate School admission letter link upon acceptance. C) Enter your date of birth and Last Name D) Click “Verify ID”.

![Identity Verification](image)

4) Once your ID has been verified, Change the right hand-side drop-down to “Last 5 SSN” B) Enter your birth date and C) Enter your surname (last name) D) Click “Submit” and follow prompts.

![Identity Verification](image)

Once you’ve completed the process, you can go to the Division of Information Technology Email Services webpage to view campus and program email communications.

**Set up your Multi-Factor Authentication (MFA)**

The last step in setting up your account for access university systems is to set up the **MFA** (dual authentication) for security purposes. Visit [it.umd.edu/MFA](http://it.umd.edu/MFA) for instructions on how to use your phone or a list of codes.

NOTE: The University uses a dual authentication process to log in to all accounts and services. You will be prompted to change your password at regular intervals.

**Obtaining a UMD Student ID**

You may obtain a [student picture ID card](http://student picture ID card). To obtain a student ID card you will need to come to
the Mitchell building on the College Park campus. You must be registered for classes before being eligible to obtain the ID card. Proof identity will be required, such as a valid driver’s license or passport.

Submit your Immunization Form:
You must submit verification of immunization information (if applicable to your program) to the University Health Center by the end of the first semester of enrollment. If you have not been cleared for immunization, your registration for the following semester will be blocked.

You can find the required form at: http://www.health.umd.edu/clinicalservices/allergimmuntravel/immunizations.
If you have any questions regarding immunization, please call (301) 314-8114. Submission information in located on the top left hand-side of the form.

☐ Submit via in-person or online at myuhc.umd.edu. You will need your Directory ID and password as well as your UID.
☐ For questions: Please call (301)-314-8114
☐ For appointments, Click on MyUHC or call (301) 314-8184
(Please note you need your directory ID and password before making an appointment)

Submit all official transcripts:
The Graduate School requires all official transcripts from your be submitted by the end of the first semester of enrollment. If you have not done so, please have your official transcript(s) sent from your institution(s), with 9 credits or more, directly to: University of Maryland College Park Enrollment Services Operations Attn: Graduate Admissions Room 0130 Mitchell Building College Park, Maryland 20742 - gradschool@umd.edu

The official transcript(s) must be received by the Graduate School before you will be eligible to register for courses the second semester of enrollment; otherwise a block will be placed on your registration.

Registration Process
To register for courses, go to testudo.umd.edu. You should consult with your advisor before registering.

Beginning Your Educational Journey

Now that you have taken care of enrollment, you probably want to know what happens next. Please reach out to your advisor and learn the Graduate School Policies.

Graduate Policies:
You have been admitted by the Graduate School of the University of Maryland and it is important that you become aware of the policies of the graduate school, specifically those pertaining to academic requirements, continuous enrollment, and procedures for completing degree. https://www.gradschool.umd.edu/policies

Please let your Graduate Coordinator and/or Advisor if you have any questions or need assistance long your way to completing your UMD College of Education graduate degree. Go Terps!!