

SOM Email:

To access your University of Maryland School of Medicine email go to: <http://mail.som.umaryland.edu>

Type your credentials:

Username: Firstname.LastName@som.umaryland.edu

Password: **Your SOM password**

The link for the email login page (<http://mail.som.umaryland.edu>) can be found on the PTRS Resources and Information page http://pt.umaryland.edu/resources_info.asp or on the left hand navigation in all PTRS DPT Program courses in Blackboard or else you can favorite/bookmark the URL.

Smart Phone Email Configuration:

<http://medschool.umaryland.edu/is/hardware.asp> (**** Please note that your device must comply with the SOM Mobile Device Policy located <http://medschool.umaryland.edu/is/mobile-device-policy.asp>)



Registering and Managing Your Password with the Microsoft/SOM Self-Service Password Portal

- **Registering with the Microsoft/SOM Self-Service Password Portal:**
 - Every user must first be granted access to use this application by an administration and then must register with the Microsoft/SOM Self-Service Password Portal before use. Note that registration in the “old/current” SOM Self-Service Password Portal does not carry over to this new application.

The fastest way to register for password reset is to go to <http://aka.ms/ssprsetup>.

1. Navigate to <http://aka.ms/ssprsetup>.
2. Enter your username and password.
3. Choose an option to register for by clicking **set it up now**. In this case, I'll demonstrate registering my **authentication phone**.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- 1 Authentication Phone is not configured. [Set it up now](#)
- 1 Authentication Email is not configured. [Set it up now](#)

finish

cancel

4. Select your country code from the dropdown and enter your **full phone number + area code**.

don't lose access to your account!

Please verify your authentication phone number below.

Select your country or region

- United States (+1)
- Afghanistan (+93)
- Albania (+355)
- Algeria (+213)
- American Samoa (+1684)
- Andorra (+376)
- Angola (+244)
- Anguilla (+1264)
- Antarctica (+672)
- Antigua and Barbuda (+1268)
- Argentina (+54)
- Armenia (+374)

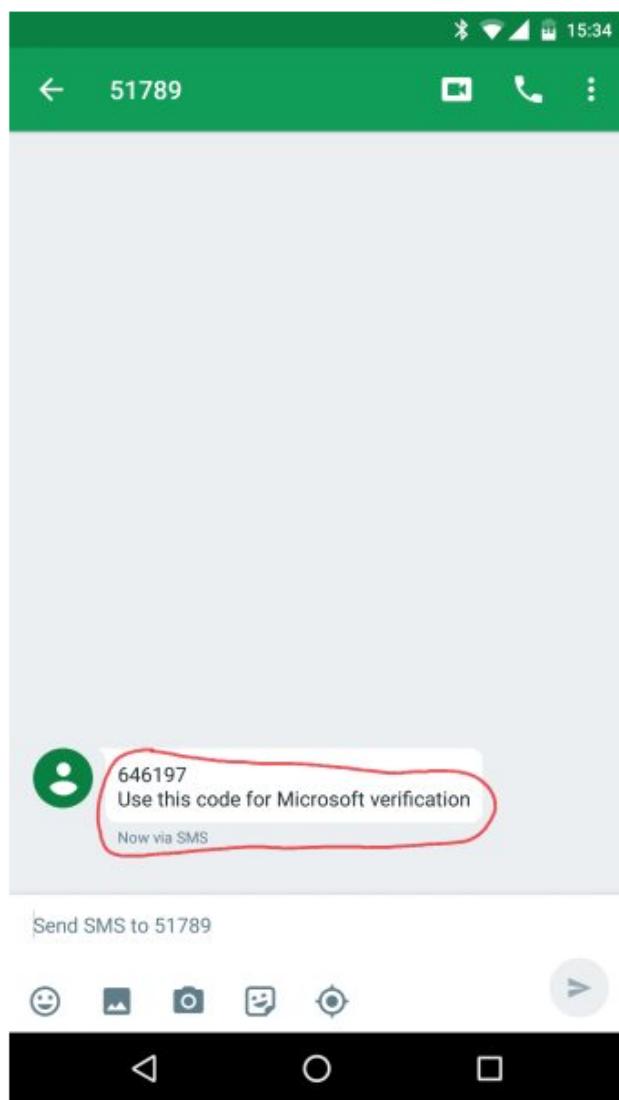
don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

5. Select one of the **text me** or **call me** options. In this case, I'll select **text me**, which will send a 6 digit code to my phone. Wait for the code to arrive on your phone.



6. Once the code arrives, enter it into the input box, then click "verify".
7. When you see **thanks**, that's it! Now you can use what you registered for to reset your password at any time by going to <https://passwordreset.microsoftonline.com>.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +1 7342773853. [Change](#)

! Authentication Email is not configured. [Set it up now](#)

finish

cancel

- **Managing Your Account with the Microsoft/SOM Self-Service Password Portal**
 - How to change your password from the Office 365 Portal (<https://portal.office.com>) and Outlook Web Access (<https://mail.som.umaryland.edu>)
 1. Go to **Settings > Office 365 settings > Password > Change Password**
 2. Type in your old password, and then type a new password to confirm it.
 3. Click **Save**.
 - How to change your password from the Office 365 Self-Service Password Reset Portal
 1. Sign into <https://passwordreset.microsoftonline.com/>
 2. Enter your account information.
 3. Follow the prompts to change your password.

- How to change your password from the SOM ADFS Sign-in Page
 1. Sign into <https://portal.office.com>
 2. Click on the “Can’t access your Account?” link



- - 3.) Enter your account information.
 - 4.) Follow the prompts to change your password.

- How to change your password from the Office 365 MyApps Access Panel
 1. Sign into <https://myapps.microsoft.com>
 2. Click on the **Profile** tab.
 3. Click on the **Change My Password** tile on the right hand side of the screen.
 4. Type your old password, and then type a new password and confirm it.
 5. Click **Save**.