NEW Users: Changing Password

You will only do this once.
(You can return to this site to change your password later.)

1) Go to https://sslvpn.ece.umd.edu/isr

2) Sign in with your **username** (see the attached username list), and **temporary password** (everyone has the same temporary password).
   Username: your_username_here
   Temporary Password: asdf&*123

3) You will then be asked to choose a **new password**.
   The **requirements for the password** are:
   - at least 8 characters long,
   - contains at least one uppercase letter and one lowercase letter
   - contains at least one number or symbol, and
   - does not contain your username or parts of your full name.

For help with passwords and user names. ➔
(Always.)

Alex Cotsalas (or others at the helpdesk)
cotsalas@ece.umd.edu (or ecehelp@ece.umd.edu)
ECE, ISR, Physics, and Math Computing Facilities
1445 A.V. Williams Bldg.
(301) 405 - 4322

Browsers

**Note:**
Because the site is implemented in Microsoft Sharepoint, there may be some site limitations when using browsers other than Internet Explorer.
Logging in to the MSI site

1. Go to the MSI site at [http://microsys-sp.isr.umd.edu](http://microsys-sp.isr.umd.edu) (From the VPN site you can also get there by clicking Microsystems.)

2. Log In
   You must be in the correct domain

   If you see two boxes, log in with isr.umd.edu/username and your new password
   Note the slash direction!

   If you see three boxes, use just your user name, and put the domain at the bottom.

   You can also use nt-isr/username username@isr.umd.edu

   User name: username
   Password: new
   Domain: nt-isr.umd.edu

You should now find yourself on the MSI home page, [http://microsys-sp.isr.umd.edu](http://microsys-sp.isr.umd.edu) (Create a bookmark.)

If you have a problem, contact Martha Heil: x5-0876, mjheil@umd.edu

Your Profile

3. Add your profile information.

   1) Click on your name in the utmost, rightmost corner of the page, on the gray bar. If there is something covering this area (this is common), drag it away.
   2) Choose My Settings, then Edit Item.

   You can also use nt-isr/username username@isr.umd.edu

   User name: username
   Password: new
   Domain: nt-isr.umd.edu

You should now find yourself on the MSI home page, [http://microsys-sp.isr.umd.edu](http://microsys-sp.isr.umd.edu) (Create a bookmark.)

If you have a problem, contact Martha Heil: x5-0876, mjheil@umd.edu

Your Profile continued ...
3) Fill in the blanks. Items with a red star are required. *Your last name and email fields are particularly important for the site to run properly for you.*

4) You may ignore the photo. There are instructions in the Help files on how to do this, if you wish to add a picture.

5) **Students, postdocs:** to add the name of your research advisor, click on the book icon.

A dialog box will open, and all the MSI professors should be listed. Scroll down to the name and double-click (green). (To narrow the list go to the **Find** field (blue) and type a name (Jane or Smith) or part of a name (Gh), and then hit the "x" (red).) When you double click a name it will appear in the **Add** field at the bottom. You may add more than one name if you are co-supervised. Say "OK". You should see the name(s) in the **Research Advisor** field.

If your advisor’s name is not on the list, let me know: smela@umd.edu