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
→ Internet Explorer ←

(1) **Go to the MSI site at 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!

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

User name:	username

Password:	**new password**

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

~~Domain:~~ ~~nt-isr.umd.edu~~

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

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

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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**.
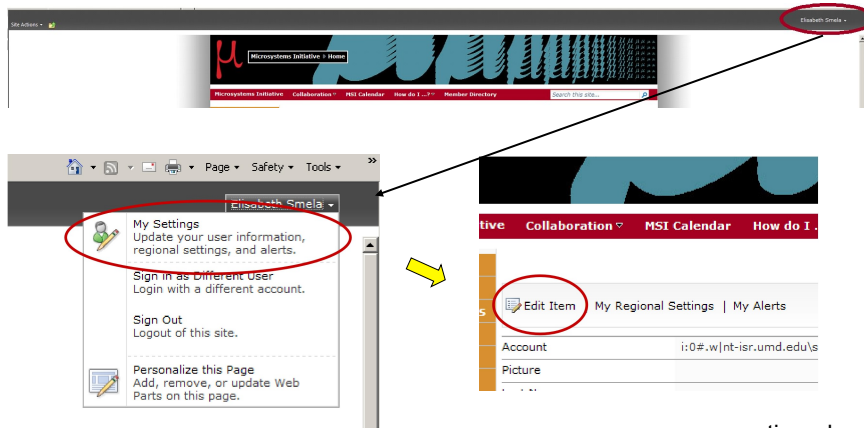
Your Profile

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.

Research Advisor

If you are a student, postdoc, or other type of research group member, the name of your professor, group leader, or boss. If you are a faculty member or similar, leave blank.

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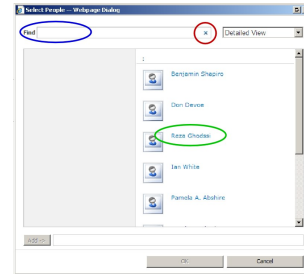
If your advisor's name is not on the list, let me know: smela@umd.edu