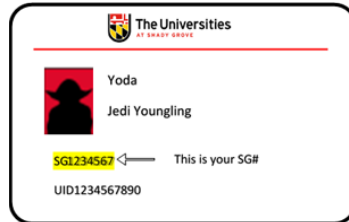




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Setting your USG Login Password by Phone

Note: Before you can claim your USG Logon ID, you will need to obtain a USG ID card from the mailroom located in Building 4, room 1316. For information about the USG ID card please visit: shadygrove.umd.edu/campus-resources/usg-id-cards

To set up your USG Login Password, please follow these steps:

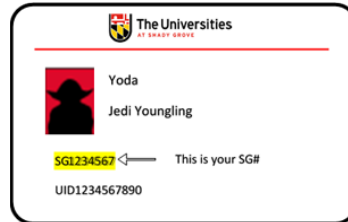
- 1) On your mobile device (android, iPhone) scan the QR Code:



- 2) Tap "Password Reset" for new students, staff and faculty **or for those who forgot their USG Login password**
- 3) After tapping "Password Reset", **enter the SG# that is on your USG ID card**
- 4) Enter the characters in the picture below the SG# field and click "Continue"
- 5) Select the email from the drop down (this will be used as a recovery method)
- 6) Enter the characters in the picture below and click "Continue"
- 7) Check your email from step 5 and look for an automated email containing a confirmation code
- 8) Enter the confirmation code provided by the automated email
- 9) Enter the characters in the picture below and click "Continue"
- 10) Set your password using the guidelines
- 11) Enter the characters in the picture below and click "Reset Password"
- 12) You have now set up your USG Login password



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Setting your USG Login Password from PC / Laptop

Note: Before you can claim your USG Logon ID, you will need to obtain a USG ID card from the mailroom located in Building 4, room 1316. For information about the USG ID card please visit: shadygrove.umd.edu/campus-resources/usg-id-cards

To set up your USG Login Password, please follow these steps:

- 1) On your computing device (laptop or computer) enter the following URL:
shadygrove.umd.edu/passwordreset
- 2) There are 2 buttons you can click:
 - a. "Forgot My Password" is for returning students, staff and faculty who forgot their USG Login password
 - b. "New to USG" are for **new** students, staff and faculty (first time on the USG campus)
- 3) When selecting one of the buttons, **enter the SG# that is on your USG ID card**
- 4) Enter the characters in the picture below the SG# field and click "Continue"
- 5) Select the email from the drop down (this will be used as a recovery method)
- 6) Enter the characters in the picture below and click "Continue"
- 7) Check your email from step 5 and look for an automated email containing a confirmation code
- 8) Enter the confirmation code provided by the automated email
- 9) Enter the characters in the picture below and click "Continue"
- 10) Set your password using the guidelines
- 11) Enter the characters in the picture below and click "Reset Password"
- 12) You have now set up your USG Login password