

CREATING YOUR UMD (Utah Master Directory aka Utah ID)

First Time Users (Account Creation)

Listed below are instructions for First Time Users and Registered Users. You will be required to create an account prior to accessing any secured resources.

First, while going through the registration process, remember there will be a **validation** code that you will have to enter.

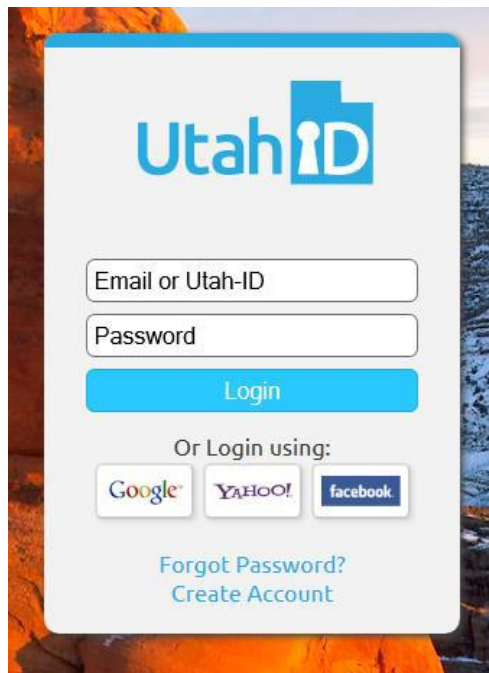
The **Validation** code is sent via email. This code validates the email address that you have provided to assure that future correspondence is sent to the correct email address.

Note: Due to possible changes occurring prior to these instructions being updated, please also read the instructions on the site as you are filling out the registration fields.

Account Creation

To create your account open an Internet browser and enter the following web address <https://login2.utah.gov/user/portal> in the address line.

Click on the **Create Account** link.

A screenshot of the Utah-ID login page. The page features the Utah-ID logo at the top, which consists of the text "Utah ID" in blue with a stylized blue icon of a person's head and shoulders. Below the logo are two input fields: "Email or Utah-ID" and "Password". A blue "Login" button is positioned below these fields. Underneath the "Login" button, the text "Or Login using:" is displayed, followed by three social media login options: "Google", "YAHOO!", and "facebook". At the bottom of the form, there are two links: "Forgot Password?" and "Create Account". The background of the page is a scenic image of a mountain range under a blue sky.

The **Utah-ID Creation** page is displayed with the following fields for you to enter your information.

To create and activate a Utah-ID account involves three steps:

- 1. Create Account**
- 2. Provide Required Info**
- 3. Activate Account**

UTAH.GOV SERVICES | AGENCIES | My Account | Portal | Search all of Utah.gov

Utah-ID Creation

Choose a Utah-ID

Your Name

First Last

Email Address

Repeat Email Address

Alternate Email Address (Optional)

New Password

Password Strength

Verify Password

Mobile (Optional) Providers

Create Account

Steps needed to Access Mini Portal

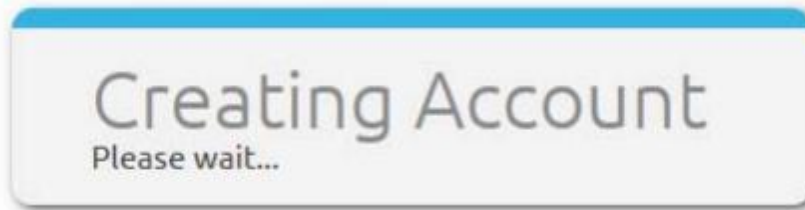
- (1) Create Account
- (2) Provide Required Info
- (3) Activate Account

- Return to Login

1. Step One: Create Your Utah-ID

- i. Choose a Utah-ID (you may use letters, numbers, and the underscore character to create this unique ID)
This will be your log-in ID. Choose something easy for you to remember
- ii. Enter your first name
- iii. Enter your last name
- iv. Enter an email address
This is the e-mail address we will respond to when accessing REDCap. *NOTE: Do not use a Yahoo e-mail address!!! We have found it is not as secure as Gmail or your facility's/agency's e-mail. **ALSO if it says that you have entered an e-mail address that is already associated with an account then stop right here and call the Health Informatics Program at 801-538-7055.**
- v. Repeat email address
Retype the E-mail Address you just entered.
- vi. Enter an alternate email address.
This is OPTIONAL, you do not have to put anything in here if you do not want. However this is helpful for a password recovery.

- vii. Password
This will be your password for REDCap also. Make it secure and easy to remember. Your password needs to be at least 8 characters and must have at least one lower case, one upper case and one number in it.
- viii. Verify Password
Retype the password you just created.
- ix. Mobile (Optional)
This is OPTIONAL, you do not have to put anything in here if you do not want. However this is helpful for a password recovery
- x. Click on the 'CREATE' button after all the required fields have been filled in... **and wait.**

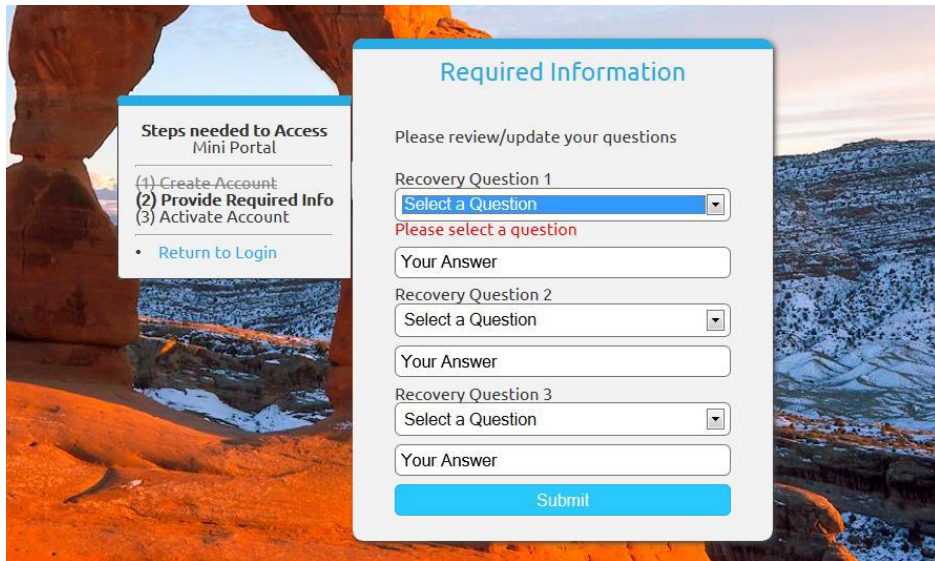


2. Step 2: Provide Required Info (Account Recovery)

Fill out your security questions. (HINT! Do not use any "Favorite" questions as our favorites change over time.)

- i. Recovery Question 1 (select a question by clicking on the drop down arrow) then Your Answer
- ii. Recovery Question 2 (select a question by clicking on the drop down arrow) then Your Answer
- iii. Recovery Question 3 (select a question by clicking on the drop down arrow) then Your Answer
- iv. Cell Phone (optional)
- v. Click Submit
- vi. Open a new window and check your e-mail for your verification code.

Note: If the security answer is forgotten, you will need to call the help desk at 801-538-3440 prompt #3 and ask them to reset your UMD password.

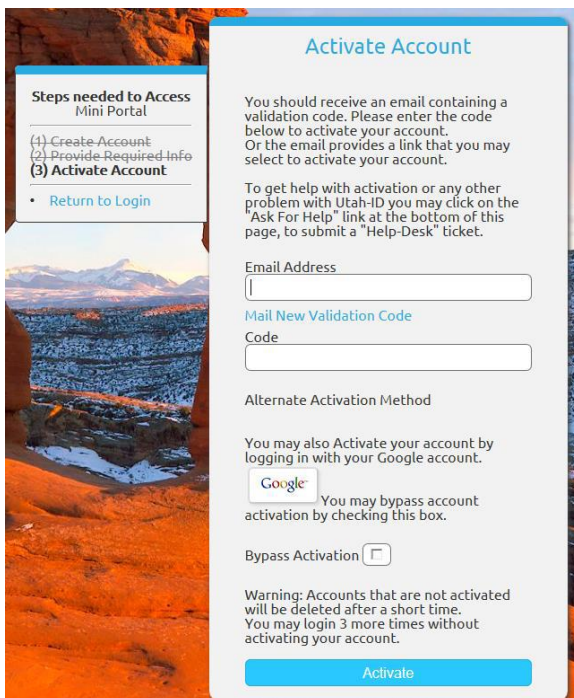


3. Step three: Activate Account

A screen asking for a validation code will display. A validation code is required to assure that future correspondence is sent to the correct email address.

An email with a validation code and a link to validate your email address will be sent to you. The code and the link provide for the following two different ways of validating your email address:

- i. The validation code can be copied and pasted to the email validation field on the screen that displayed when registering.
- ii. **Do not click Bypass Activation!** Or, click on the link in the email.



Registered Users

If you have previously entered your registration information, enter your Email Address or User ID and Password then click the “Login” button.