

## **Instructions to obtain access to GISHydro at the University of Maryland Virtual Computer Lab**

To access the Private Virtual Computer Lab, you must have a University of Maryland (UMD) web ID. The establishment of your UMD web ID is managed by Payroll and Human Resources (PHR) at UMD. PHR is required by law to collect certain information about everyone it registers. We hope that these information requests are not too intrusive. Please be assured that only the essential items are being requested. You will *not* be asked to provide your Social Security Number (SSN). (GISHydro users who are alumni or former employees of UMD will need to authenticate with the last few digits of their SSN, but will never be asked for their complete SSN).

Registration on the PVCL proceeds in several steps.

1. Complete the information requested in this survey linked below. The purpose of this survey form is to collect the information required to establish a UMD affiliate user account and a UMD web ID for you.

[https://umdsurvey.umd.edu/SE/?SID=SV\\_02Gh6ucEHtm4Ndr](https://umdsurvey.umd.edu/SE/?SID=SV_02Gh6ucEHtm4Ndr)

2. Dr. Brubaker collects the survey responses in batches and forwards them to a UMD Payroll & Human Resources (PHR) professional in the Department of Civil & Environmental Engineering, who sets up the affiliate accounts.
3. You will be assigned a unique UMD web ID. (Note – this username is *not* the same as the one you received for GISHydro2000 on [gishydro.eng.umd.edu](http://gishydro.eng.umd.edu)). You will receive an email message from our PHR professional, providing your UMD web ID and the steps to take to activate your account and set your password.
4. After you have completed the steps to activate your UMD web ID (described in the email that you receive – Step 3), send an email to Dr. Brubaker ([kbru@umd.edu](mailto:kbru@umd.edu)) stating that your affiliate account has been established. Provide your UMD web ID (but *not* your password!).
5. Dr. Brubaker will forward usernames to Engineering Information Technology (EIT) to request access to the PVCL.
6. You will receive an email message from Dr. Brubaker when your access to the PVCL has been established. This message will include instructions on how to log in to the PVCL and use GISHydro2000.