

# How to Access and Login to Terminal Four (T4)

## Gaining Access to T4

In order to work in T4, you need to be added as a T4 user. To do this, please contact the [Digital & Web Communications team](#). They will need to know what area(s) you will be managing so they can grant access to the appropriate section(s).

**NOTE:** SOM Faculty are automatically granted access to their Faculty Profile in T4. If you log in, and don't see your Faculty Profile, please contact the [Digital & Web Communications team](#).

## Logging into T4:

1. Log into T4: <https://sitemanager.umaryland.edu> or [www.umaryland.edu/t4](http://www.umaryland.edu/t4) **TIP: Bookmark the URL.**
2. You will be taken to your UMB screen (Figure A). Enter your UMID username and password. If you need assistance, click "Forgot Password?"

Figure A

HYUMB DIRECTORY UMB ALERT THE ELM BLACKBOARD SURFS UH SHUTTLE Search

UNIVERSITY of MARYLAND  
BALTIMORE

UMID:

Password:

Login

Your UMID and password now require Multi-Factor Authentication (MFA) while both on-campus and off-campus. Learn more at [umaryland.edu/cits/services/duo](http://umaryland.edu/cits/services/duo)

What is the UMID?  
The UMID is a common ID that enables you to access many campus applications with the same username and password. More information about the UMID can be found [here](#).

Forgot Password?  
First Time User, Setup Your Password  
OneCard Guest Deposit

3. Permission to access T4 is granted through your UMID. After entering your credentials and clicking "Login", you will be taken to the T4 home screen.
4. You should see a list of areas/sections that you have permission to edit. If you don't see the area you want to work in, contact the [Digital & Web Communications team](#).