Instructions for Completing UMD Affiliate Data Collection Form

Section 1: Social security numbers are required by UMD

Section 2:

Sponsoring Unit: VPR

Affiliate Type: Use the third column, “Research Affiliate” and check one or all of the following boxes: Parking Permit, Campus Recreation Services, or Library Services

[Non-UMD] Organization: American Center for Physics

Purpose of Affiliation: Researcher

Justification for ID Card Services: “To access the library for research.”

Section 3: You can use your society e-mail address and the ACP address in this section

Once you have filled out the form, email it to: vpr-businessoffice@umd.edu.

When you are approved, ACP will be notified by UMD and will let you know. You will then need to establish a directory ID and directory password. To activate your account, please click on the link below and follow the prompt. https://identity.umd.edu/id/newuser.

After you have done this, you may obtain your ID card by going to the Mitchell Building, Office of the Registrar, first floor. You will need to bring a photo ID (driver’s license, passport, etc.). ID cards are available Monday-Friday, 8:30am-4:30pm. An ID card will be created and given to you at that time.

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