

How to Enroll in *MDE Smart Salting: Enhanced Winter Maintenance Training* Online Course

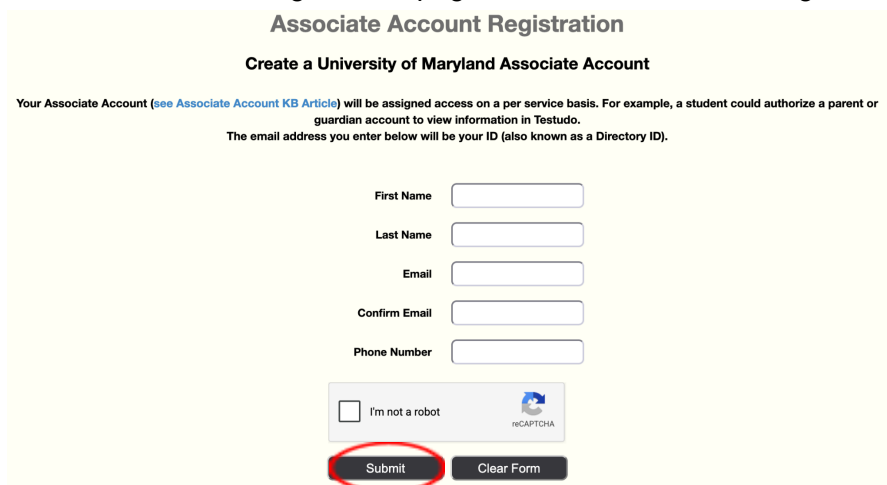
Enrolling in a University of Maryland ELMS-Canvas online course (the platform used for *Maryland Department of the Environment Smart Salting* course) requires students to create an Associate's Account. Below are the steps to create an Associate's Account, followed by instructions to enroll in the online course. If you experience difficulty with any of these steps, please contact Natalia Sanchez at nsanchez@umd.edu or (301) 405-5421 for assistance.

The instructions for creating an Associate's Account are for non-UMD email addresses or those who have not previously created a UMD account. If you have a UMD email address or an existing UMD Associate's Account, sign into [Open Learning](#) using your credentials, and then follow the steps for enrolling in the online course starting at the top of page 3.

***Please use Google Chrome or Firefox as the courses do not load properly on Internet Explorer or Safari.**

Creating an Associate's Account

1. Go to: <https://identity.umd.edu/id/associate/registration> This will direct you to the Associate Account Registration page which looks like the image below.



Associate Account Registration

Create a University of Maryland Associate Account

Your Associate Account ([see Associate Account KB Article](#)) will be assigned access on a per service basis. For example, a student could authorize a parent or guardian account to view information in Testudo.

The email address you enter below will be your ID (also known as a Directory ID).

First Name

Last Name

Email

Confirm Email

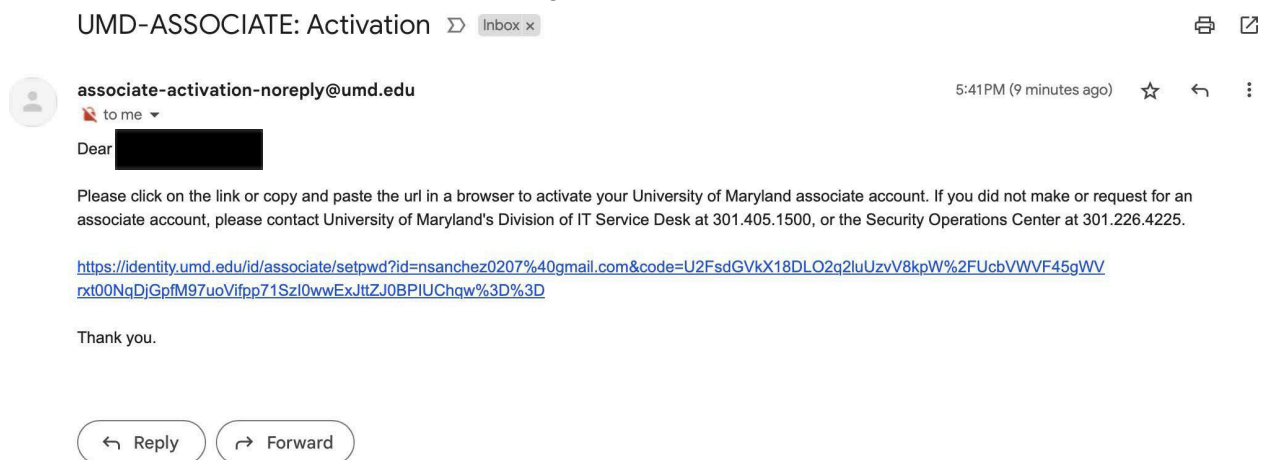
Phone Number

☐ I'm not a robot 

Submit **Clear Form**

2. Complete the Associate Account Registration information, check the "I'm not a robot" box, and then click the "Submit" button.

3. Next select “YES” to the *Acceptable Use of Information Resources* and click “Accept.” Check your email inbox. You will receive an email stating that you have created an Associate Account. It will look like the image below. Click the link in the email.



4. After you click the link in the email, you will be directed to a new screen where you will be able to create a passphrase. It will look like the image below. Create a passphrase according to the Passphrase Requirements listed (**save it somewhere as you will need it to log into the online course**), then click “Update Passphrase.”

A web page titled 'Passphrase Setup'. On the left, a yellow box contains the text 'Congratulations! We have confirmed your identity. Please enter your new passphrase.' Below this, the heading 'Update Passphrase' is followed by two text input fields labeled 'New Passphrase' and 'Re-enter New Passphrase'. A dark button labeled 'Update Passphrase' is circled in red. On the right side, under the heading 'Passphrase Requirements', there is a list of rules for creating a passphrase, including minimum length, character sets, and prohibited characters.

You have now finished creating your Associates Account and can enroll in the online course.

Enroll in the Online Course

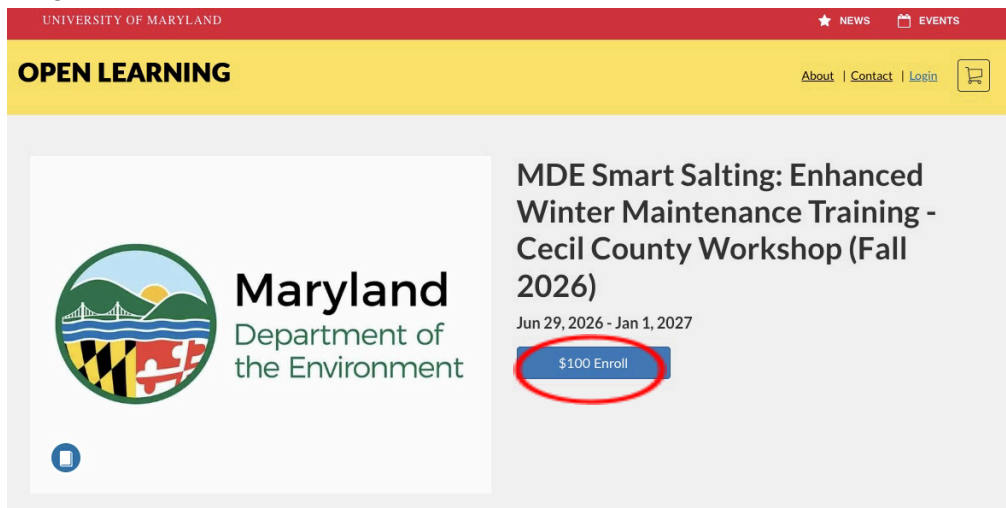
1. Go to:
<https://arch.umd.edu/our-work/research-centers-institutes/environmental-finance-center/projects-publications/mde-smart-salting-enhanced-winter-maintenance-training-fall-2026>
2. Scroll down to Step 1: Choose a Workshop & Register. Click the red link for the workshop that you wish to attend. Seats are **first come, first served**. If your preferred session is full, please select another date/location.

Step 1: Choose a Workshop & Register

Seats are **first come, first served**. If your preferred session is full, please select another date/location.

- ▶ **Monday, September 21 (8:00 a.m.–12:00 p.m.) — Columbia, MD**
Howard County Bureau of Facilities Building, 9200 Berger Rd, Columbia, MD 21046
[Register for September 21 \(Howard County\)](#)
- ▶ **Wednesday, October 7 (7:00 a.m.–11:00 a.m.) — Upper Marlboro, MD**
MNCPPC Randall Farm Depot, 5200 Ritchie Marlboro Rd, Upper Marlboro, MD 20772
[Register for October 7 \(MNCPPC\)](#)
- ▶ **Thursday, October 22 (8:00 a.m.–12:00 p.m.) — Laurel, MD**
WSSC Water Headquarters, 14501 Sweitzer Ln, Laurel, MD 20707
[Register for October 22 \(WSSC Water\)](#)
- ▶ **Thursday, November 12 (8:00 a.m.–12:00 p.m.) — Columbia, MD**
Columbia Association, 9450 Gerwig Ln, Columbia, MD 21046
[Register for November 12 \(Columbia Association\)](#)
- ▶ **Monday, November 16 (8:00 a.m.–12:00 p.m.) — Elkton, MD**
Cecil County Administration Building, 200 Chesapeake Blvd, Elkton, MD 21921
[Register for November 16 \(Cecil County\)](#)

3. The link for each workshop will take you to the Open Learning page which looks like the image below. Click on the blue “\$100 Enroll” button.



- Click “Sign in to Enroll.”




MDE Smart Salting: Enhanced Winter Maintenance Training - Cecil County Workshop (Fall 2026)
Aug 17 - Jan 1, 2027

Faculty, staff, and students can sign in using their UMD Directory ID. All others must first [Create an Associate Account](#) and then sign in. Once signed in, you will be able to enroll.

Sign in to Enroll

By enrolling, I acknowledge and agree to the University of Maryland's [Acceptable Use Policy](#) and [Privacy Policy](#).

Promotion Code(s)
Enter Promotion Code

- Use the email address and passphrase you created, and click the red “Log In” button.



Central Authentication Service (CAS)

DIRECTORY ID

PASSPHRASE

☐ DON'T REMEMBER LOGIN

LOG IN

For security reasons, please log out and exit your Web browser when you finish accessing services that require authentication.

The Division of IT will never ask you to put your passphrase into an email message, but scammers will.

Do not share your passphrase with others!

- Click the blue “Proceed to Payment” button.




MDE Smart Salting: Enhanced Winter Maintenance Training - Cecil County Workshop (Fall 2026)
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Logged in as 

If this is not your account, please click [Sign Out](#), and sign in to Open Learning again.

Promotion Code(s)
Enter Promotion Code

Total: \$100

Proceed to Payment

7. Input your payment information and hit the blue “Pay Now” button.
8. You are now enrolled in the course. The online modules will be available by Monday, August 17th.



MDE Smart Salting: Enhanced Winter
Maintenance Training - Cecil County
Workshop (Fall 2026)

Aug 17 - Jan 1, 2027

Congratulations! You have successfully enrolled in MDE Smart Salting:
Enhanced Winter Maintenance Training - Cecil County Workshop (Fall
2026)!

[Return to Catalog](#) | [Go To Course](#) ➔

9. You will receive an email (like the one below) confirming your enrollment. **Save this email to access the online modules on or after August 17th.** To access the course, click the “Access Your Dashboard” button in the email you received.

