

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

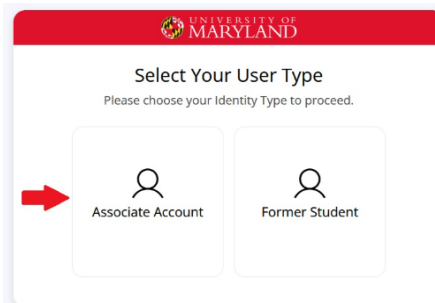
Enrolling in a University of Maryland ELMS-Canvas online course (the platform used for *Maryland Department of the Environment Smart Salting* course) requires students to create an Associate's Account. Below are the steps to create an Associate's Account, followed by instructions to enroll in the online 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 5.

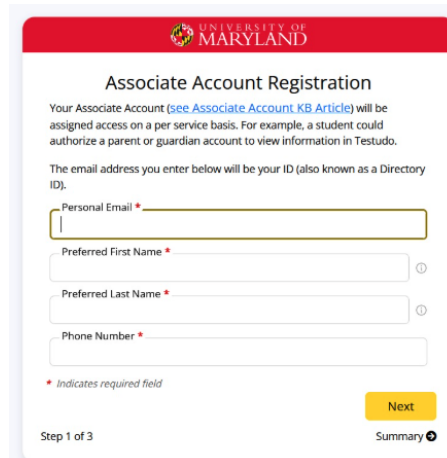
***Please use Google Chrome or Firefox as the courses do not load properly on Internet Explorer or Safari.**

Creating an Associate's Account

1. Go to <https://account.umd.edu/kiosk/register/home>. The resulting page will require you to specify which kind of account is needed. Select the "Associate Account" option.



2. On the ensuing page, enter in the required information (i.e., email address, first name, last name, phone number).



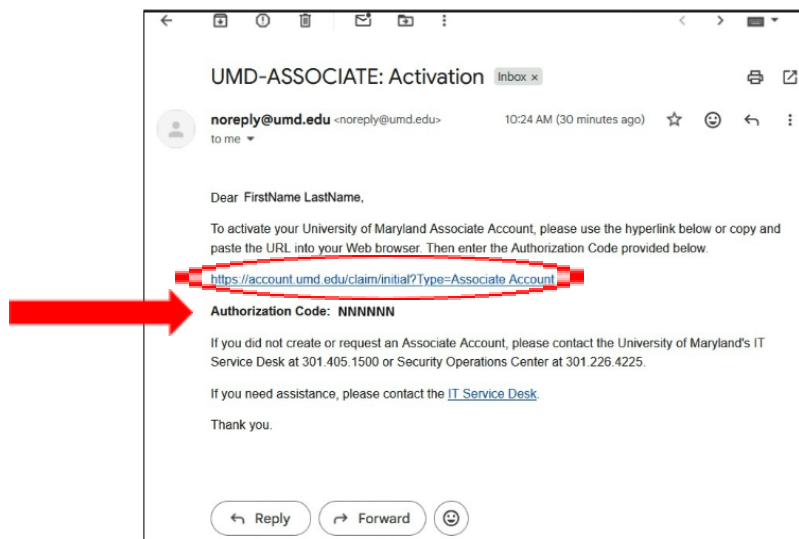
3. A summary of the information entered will appear. Confirm this information by selecting the "Submit" button.

The screenshot shows a 'Summary' screen for the University of Maryland Associate Account registration. The header is red with the University of Maryland logo. The main content area is white and contains the following text: '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). Personal Email * myemail@domain.com Preferred First Name * FirstName Preferred Last Name * LastName Phone Number * NNNNNNNNNN'. At the bottom, there are 'Back' and 'Submit' buttons, and a 'Complete' button with a checkmark icon. The footer indicates 'Step 2 of 3'.

4. A confirmation screen will appear.

The screenshot shows a confirmation screen titled 'Self-Registration Has Been Submitted'. The header is red with the University of Maryland logo. The main content area is white and contains the text: 'Please allow for a few minutes for the provisioning to complete.' At the bottom, there is a 'Complete' button. The footer indicates 'Step 3 of 3'.

5. An email with an account confirmation link and authorization code will be sent to the email address specified during the account creation. This may take several minutes. Select the link in that message and provide the authorization code where indicated.



6. Upon selecting the link in the confirmation email, you will be brought to a page where you will locate your account and enter the authorization code provided in the email.

The screenshot shows a web form titled "Locate Your Identity" with the University of Maryland logo at the top. Below the title, it says "Please enter the information below to locate your Identity." There are two input fields: "Last Name *" with the placeholder text "MyLastName" and "Authorization Code *" with the placeholder text "NNNNNN". A red asterisk indicates required fields. At the bottom, there are "Back" and "Submit" buttons.

7. You next must read the "Acceptable Use of Information Technology Resources" information, and then select to abide by the conditions of account use

The screenshot shows a page titled "Acceptable Use of Information Technology Resources" with the University of Maryland logo. It contains a paragraph stating: "By accepting this ID, you promise to conform to the [University of Maryland Policy on Acceptable Use of Information Technology Resources](#)". Below this is a checkbox with the text "I have read the terms, and hereby agree to all of the conditions." and a "Next" button. At the bottom, it says "Step 1 of 4" and "Setup Recovery Information".

8. You will then have the option to receive account recovery information via SMS (to opt in, select "Yes" from the drop-down options; to opt out, select "No"). Then select the "Next" button.

The screenshot shows a page titled "Select your Directory ID and Set Up Recovery Information" with the University of Maryland logo. It features a dropdown menu with the text "I agree to receive SMS." and a "Next" button. Below the dropdown, it says "I agree to receive SMS." and "I agree to receive SMS." is required. You must explicitly either opt in or out for receiving SMS. There is a "Verified Phone" field with a red exclamation mark icon. At the bottom, it says "Step 2 of 4" and "Setup Password".

9. Create your Associate Account password, adhering to the password requirements indicated.

UNIVERSITY OF MARYLAND

Let's secure your account with a password

To ensure your account's security, the password must meet the defined requirements. You will be guided on the requirements in real-time as you type.

Username: myemail@domain.com

Password *

- ☐ Minimum 12 characters long.
- ☐ At least 1 lower case character(s).
- ☐ At least 1 upper case character(s).
- ☐ Must contain both lower and upper case characters.
- ☐ At least 2 letter(s) included.
- ☐ Maximum 32 characters long.
- ☐ Maximum of 2 character pairs.
- ☐ Allowed special characters: !@#\$%^&*() -_+=|'~[]{};:~",.-<>? \0123456789.
- ☐ 1 special character(s).

Password strength: None

10. After you have entered a sufficient password, select the “Reset Password” button to proceed.

UNIVERSITY OF MARYLAND

Let's secure your account with a password

To ensure your account's security, the password must meet the defined requirements. You will be guided on the requirements in real-time as you type.

Username: myemail@domain.com

Password *

Confirm Password *

* Indicates required field

Password strength: Good

Your password is secure.

Reset Password

Step 2 of 3

Summary

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

Enroll in the Online Course

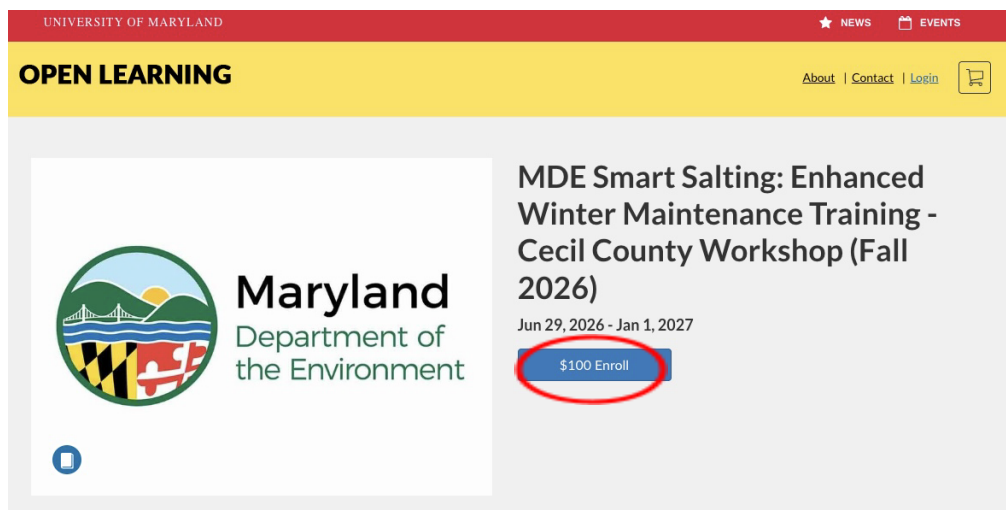
1. Go to:
<https://arch.umd.edu/our-work/research-centers-institutes/environmental-finance-center/projects-publications/mde-smart-salting-enhanced-winter-maintenance-training-fall-2026>
2. Scroll down to Step 1: Choose a Workshop & Register. Click the red link for the workshop that you wish to attend. 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.



4. 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

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



Central Authentication Service (CAS)

DIRECTORY ID

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

PASSPHRASE

☐ **DON'T REMEMBER LOGIN**

LOG IN

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!

6. Click the blue “Proceed to Payment” button.




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

Aug 17 - Jan 1, 2027

Logged in as Natalia Sanchez

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.



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.

