



HOW TO REQUEST A NEW USER ACCOUNT

FOR USE OF THE DIGITAL OUTPUT CENTER EQUIPMENT

IT GROUP TRAINING INITIATIVE DIGITAL OUTPUT CENTER TUTORIAL

This tutorial covers the official procedure to request a new user account for the Digital Output Center (DOC).

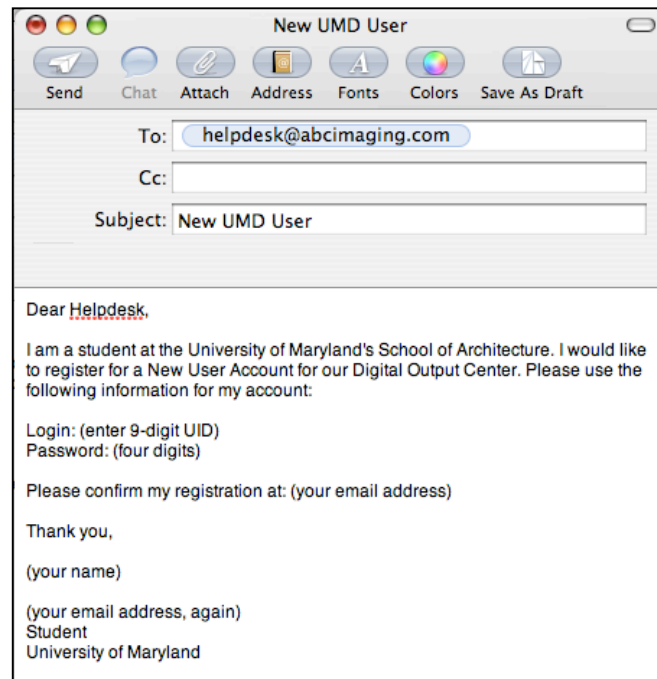
For questions on this document or additional technology support, contact the School of Architecture, Planning and Preservation's Technology Solutions Center (TSC) located in Architecture Building, Room 0113 by calling 301-405-56238 or e-mailing

TSC@umd.edu.

All Students at the School of Architecture, Planning and Preservation need a user account to access scanning, copying, and plotting resources in the DOC. An explanation of account management is covered at the DOC orientation sessions.

To create a new account, **e-mail ABC Imaging** (the vendor of the Digital Ouptu Center) the following message:

1. **Address** E-mail to: helpdesk@abcimaging.com
2. **Subject** Line: "New UMD Student User"
3. Your New **Login** will be your 9-digit UID number, found on the front of your UMD Student ID card.
4. Your New **Password** must be FOUR numerical digits of your choice.
5. Include your **contact** email address for ABC's confirmation receipt.



Please allow one business day for the creation of your new account. If you have immediate needs, please contact e-mail us at TSC@umd.edu or call 301.405.6328.