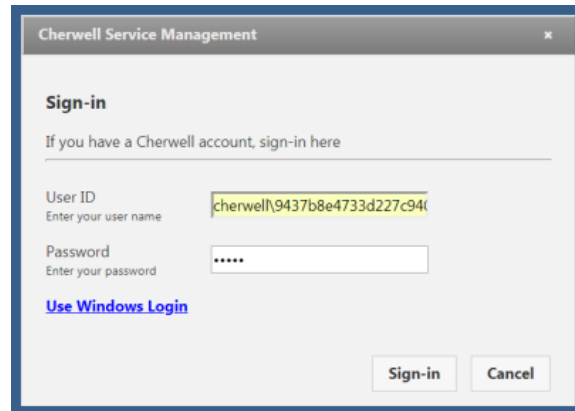
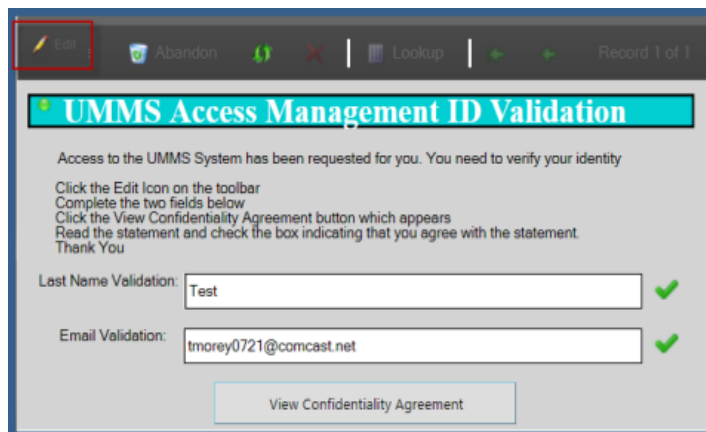


**Question: I received an email from UMMS IST Service Desk, how do I sign the Electronic Confidentiality Statement?**

**On your Laptop or Desktop computer....**

**\*\* Open and Read the email**

- Click the **"Go to Portal"** link
- **Copy the full username** into the User ID field
- Type your **month and day of birth in this format XX/XX** in the password field
- Click **Sign-in** or **press Enter**

**\*\* Read the new directions**

- **Click EDIT** on the toolbar
- Type your **last name**
- Type your **email address**
- Click the **View Confidentiality Agreement button**

**\*\* Read the confidentiality statement**

- **Check the box**
- Click the **"SAVE"** icon on the toolbar
- **Log out** of the website

