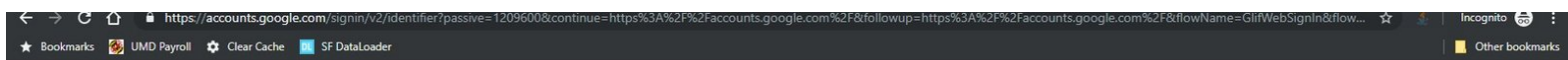





Set up your Sponsored G Suite account for Terrapin Works employees

Written By: Nicholas Bentley





Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

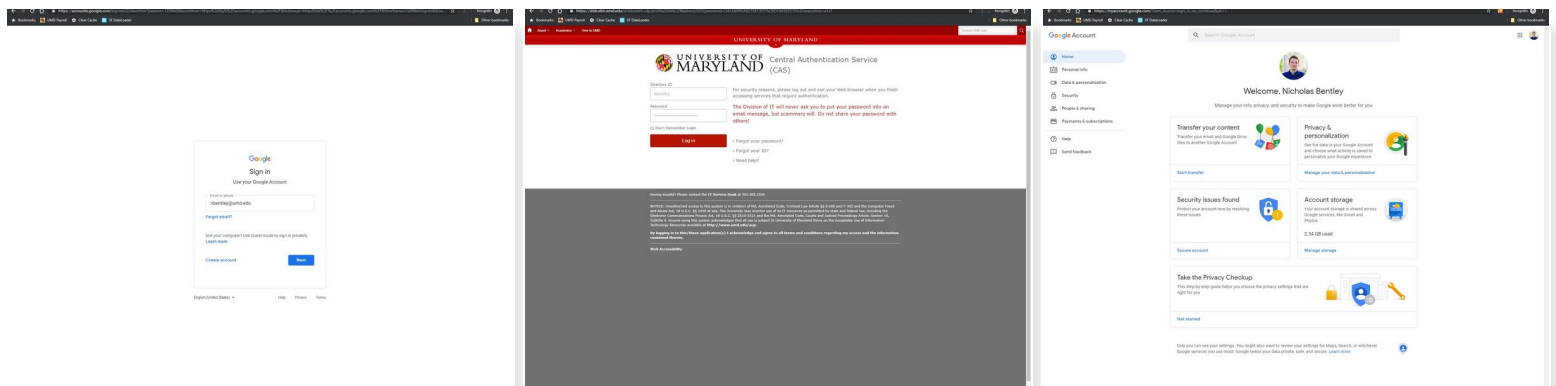
Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)[Next](#)

English (United States) ▾

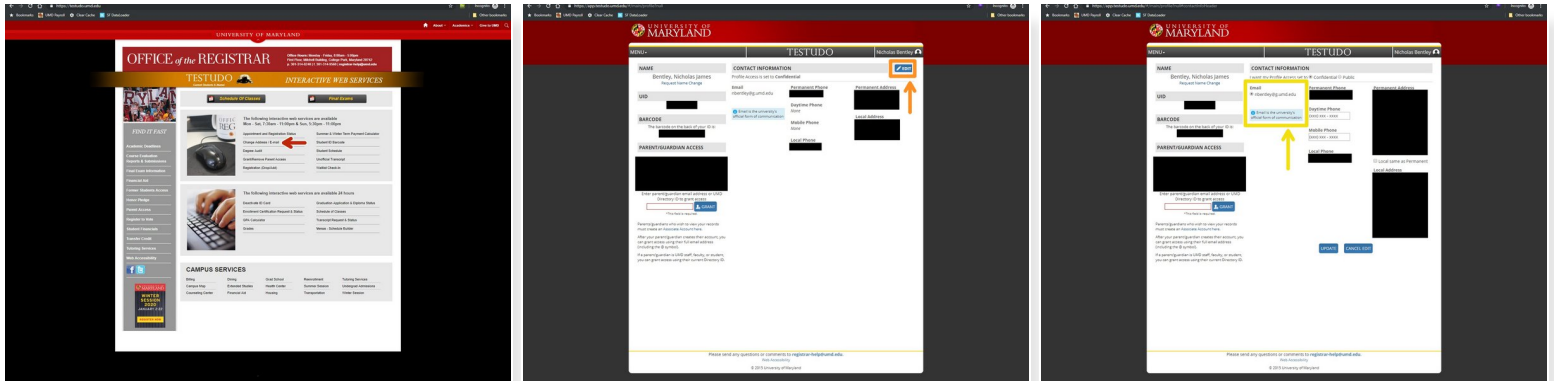
[Help](#) [Privacy](#) [Terms](#)

Step 1 — Browse to accounts.google.com and attempt to sign in



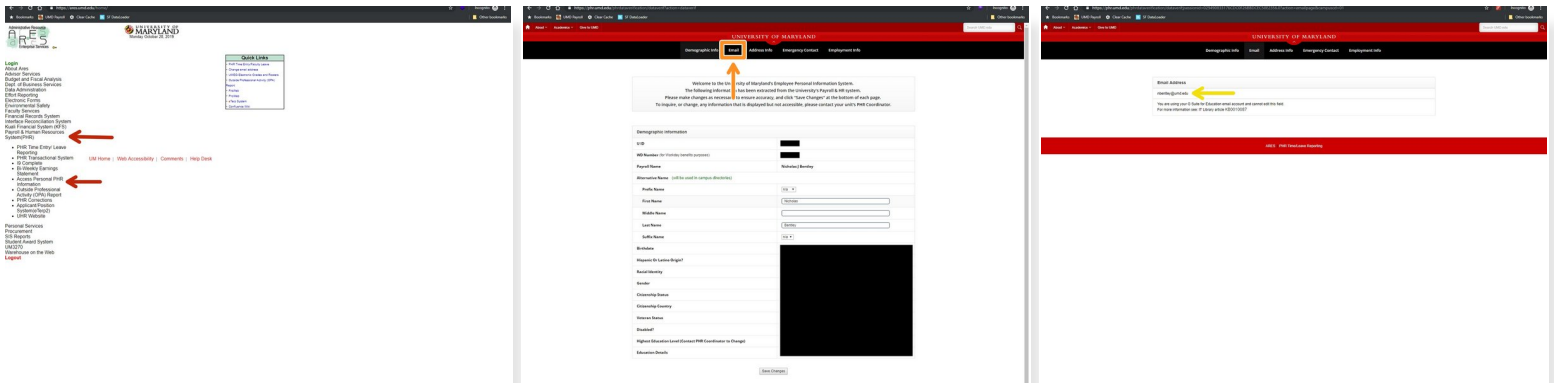
- <https://accounts.google.com>
- Use DirectoryID@umd.edu when trying to sign in.
- You should be redirected to CAS & then back to Google after you successfully authenticate.
- ❗ If you are not able to access your sponsored G Suite account yet, try again in 24 hours.

Step 2 — Visit Testudo to update your email reflector



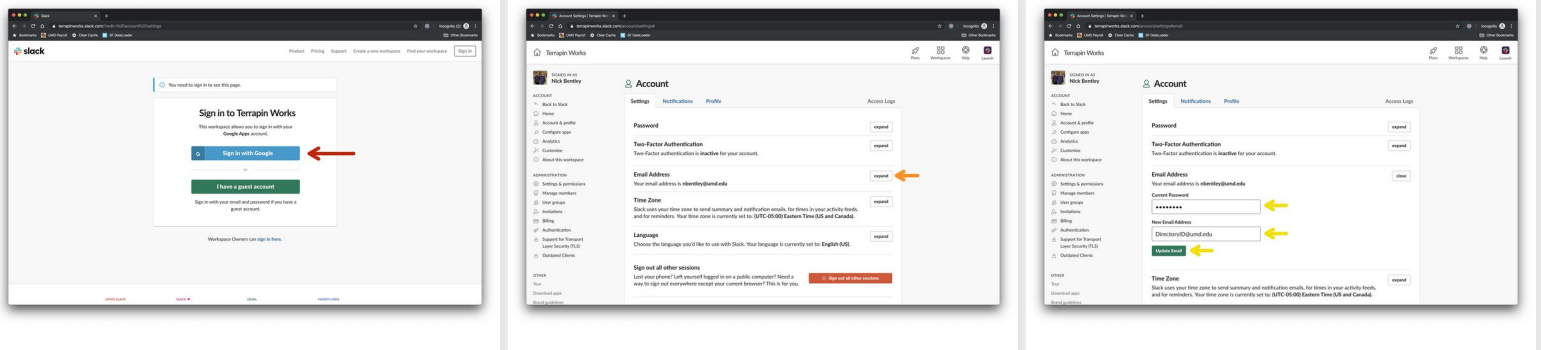
- Go to <https://testudo.umd.edu>.
- Chose **Change Address / Email**.
- Authenticate through CAS.
- Click the blue **Edit** button in the upper right corner of the page.
- In the email section, you will see an option to change your email to **DirectoryID@g.umd.edu**. Choose this option and click **Update** and then click **Confirm**.
- ❗ If you do not see the **DirectoryID@g.umd.edu** option, please try again in 24 hours.

Step 3 — Visit ARES to update / confirm your email reflector



- Go to <https://ares.umd.edu>.
- Click **Payroll & Human Resources System(PHR)** and then click **Access Personal PHR Information**.
- Log in via CAS.
- Click the **Email** link in the header on the corresponding page.
- Ensure your email address is **DirectoryID@umd.edu**. If it is not, change it to reflect this.
- If you do not see the **DirectoryID@umd.edu** option, please try again in 24 hours.

Step 4 — Update your Slack email address



- Go to <https://terrapinworks.slack.com/account/...>.
- Sign in with your existing account (usually DirectoryID@eng.umd.edu).
- Click the **expand** button on the email address section.
- Enter your Slack password and your new DirectoryID@umd.edu email address, then click the update email button.
- ① Slack may require you to confirm your new email address by clicking a link in an email sent to it.

Step 5 — Migrate your JitBit Account

The screenshot shows a web browser window with the URL <https://portal.tw.umd.edu/requests/new/jit-bit-account-migration/>. The page is titled "Migrate your JitBit Account". On the left is a sidebar with the "TERRAPIN WORKS" logo, a user profile for Nicholas Bentley, and navigation links: "Management Dash", "Portal Admin", "My Requests", and "Log out". The main content area contains a form with the following fields and values:

- Name***: First: "Nicholas", Last: "Bentley"
- Directory ID***: "nbentley"

Below the form, a message states: "Your JitBit account will be migrated from nbentley@eng.umd.edu to nbentley@umd.edu. When you're ready, hit migrate. Keep in mind that once you migrate, there's no going back." A red "Migrate" button is at the bottom of the form. Red arrows in the original image point to the "First" and "Last" name fields, the "Directory ID" field, and the "Migrate" button.

- Go to <https://portal.tw.umd.edu/requests/new/j...>
- Review the information to make sure your directory ID is listed correctly and hit **Migrate**.
- ❗ This step only applies for users who are migrating from an old @eng.umd.edu account.

You have successfully set up your sponsored G Suite account. Please note that you may need to update your email address in the **Ticketing System (JitBit), Slack, and in other places that use your old DirectoryID@eng.umd.edu email address**. Updating your email address in these systems should restore any Google account authentication settings you have set up and allow them to use your sponsored G Suite account.