Creating a Student Login for MD CAPS:

Step 1: Go to the MD CAPS website, https://mdcaps.mhec.state.md.us/MDCAPS/login.aspx, and select "Create a Student Login."
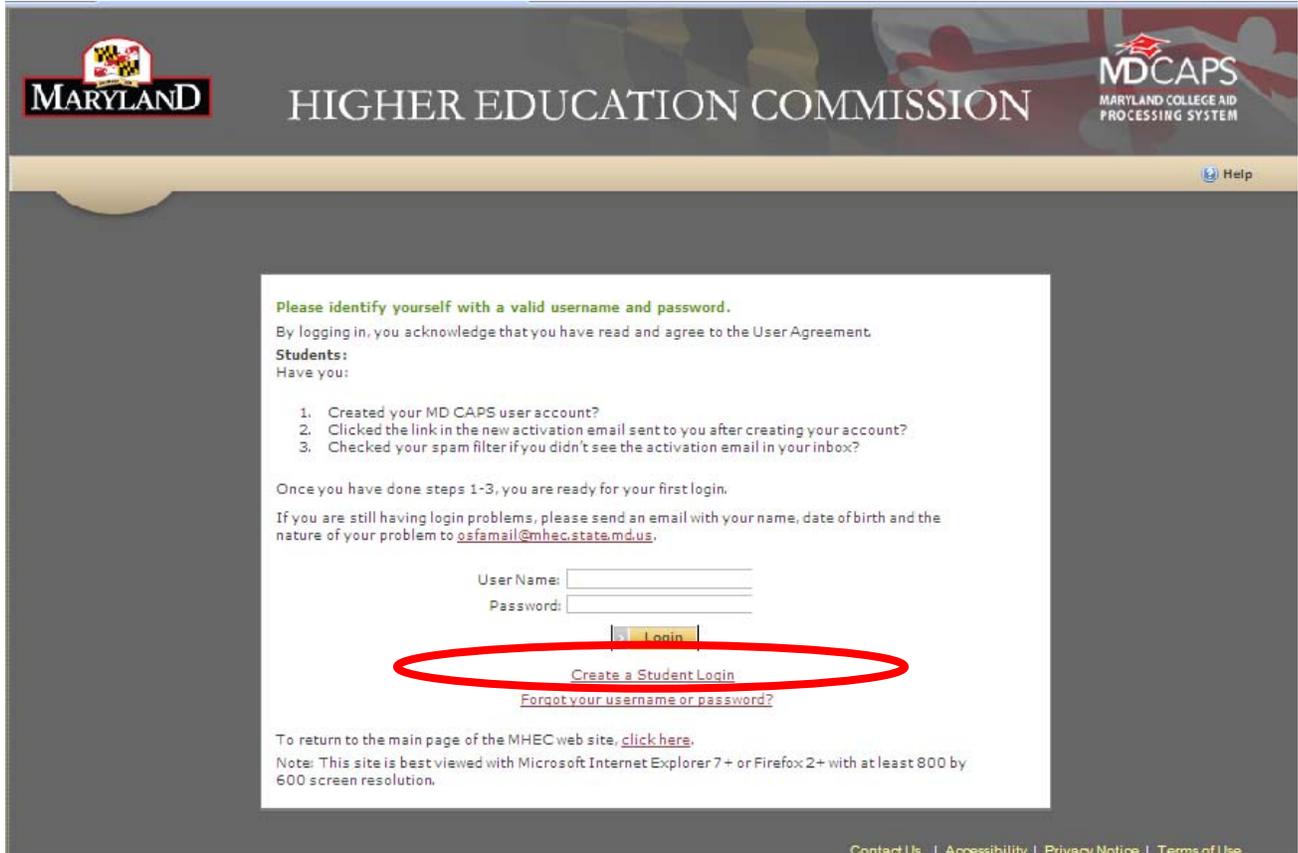
Step 2:. Enter your information, read and click if you agree to the User Agreement and click "Create Login" button.

Step 3: You will receive an email from MD CAPS at the email address you just entered in Step 2. The email will look like the one below. This is the Activation Email and you need to click the link in it in order to be able to login to MD CAPS.

If the Activation Email is not in your inbox, please check your spam filter. Note: Some email providers will have a delay of up to several hours until your new emails arrive.

MDCaps User Activation

From: "MDCAPS-noreply@mhec.state.md.us" <MDCAPS-noreply@mhec.state.md.us>   Add to Contacts
To:

Thank you for registering with MD CAPS. To complete your registration process please click on the link below or copy and paste the url into your web browser to activate your account. Your user name is: studenttest This message is being sent to:
https://mdcaps.mhec.state.md.us/MDCAPS/UserActivation.aspx?
username=studenttest&activationcode=13

This email and any file transmitted with it may be confidential and is intended solely for the use of the individual or entity to whom it is addressed. If you received this email in error please reply to the sender and delete this message. This email has been scanned by McAfee Group Shield © antivirus service for the presence of viruses.

Step 4: When you click on the link in the Activation Email of Step 3, you will see this User Activation Success Screen indicating your account is now activated.

Until you see this screen, you <u>cannot</u> login to MD CAPS no matter how often you change your password.
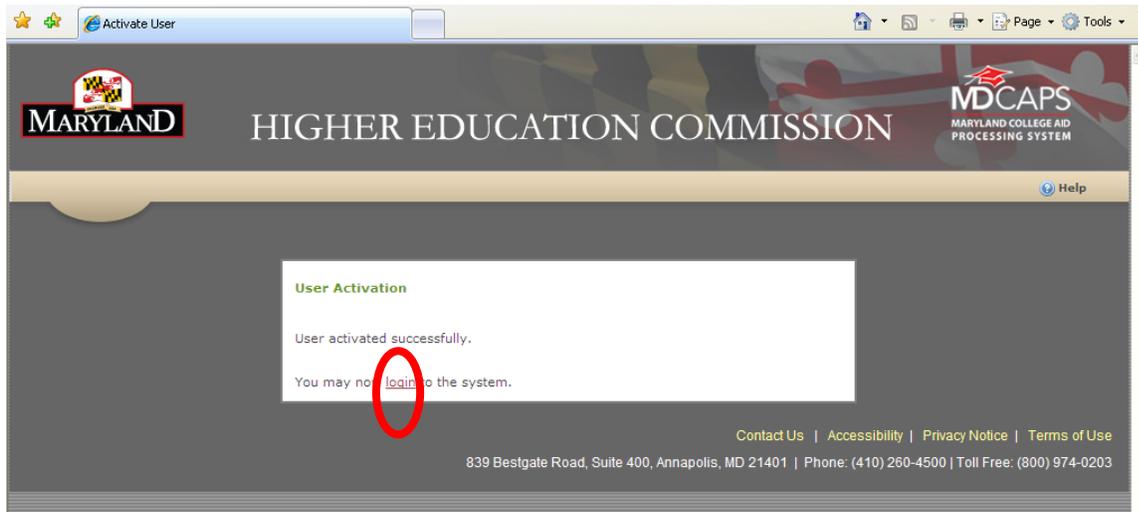
Step 5: Click on the Login link in the User Activation Success screen, or go to the original link in Step 1 https://mdcaps.mhec.state.md.us/MDCAPS/login.aspx and use the user id and password that you created in Step 2.

Step 6: You are now in MD CAPS! If you have further questions, click the Help link in the upper right corner.

However, if you see an error message about needing to Activate Your Account, then you need to revisit and complete Steps 3, 4 and 5 in order to login and see this main menu and your award information.
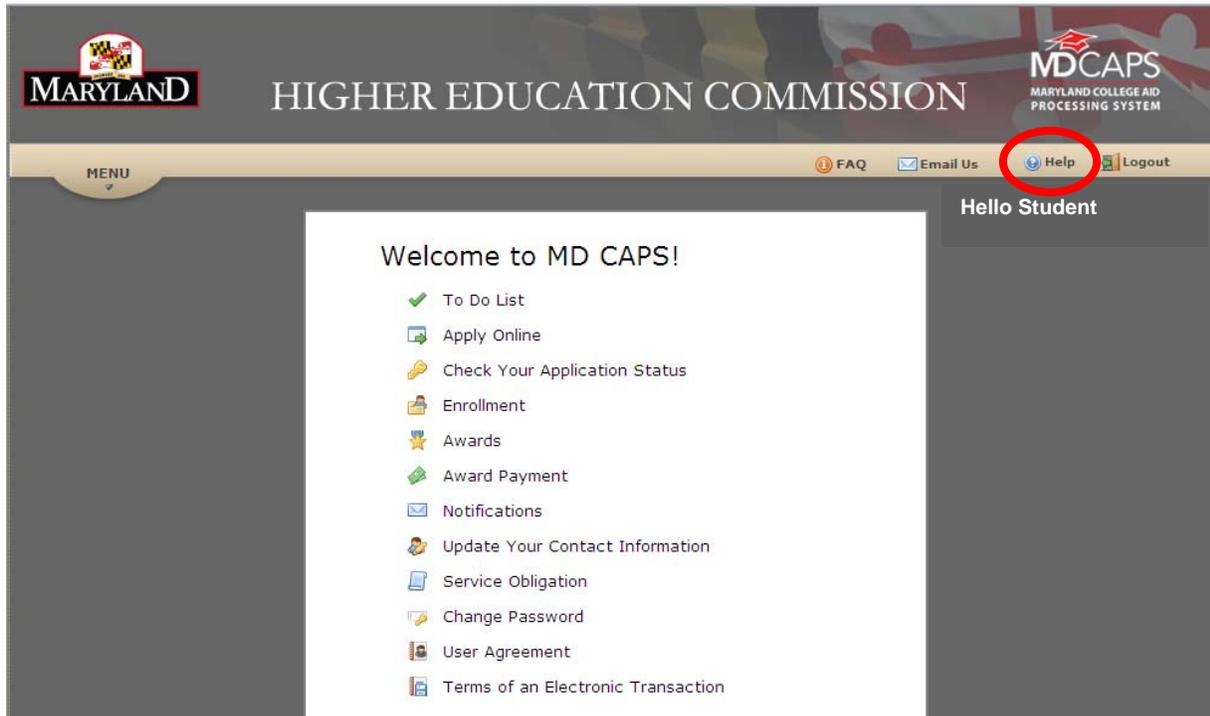
If you are still having login problems, please send an email with your name, date of birth and the nature of your problem to osfamail@mhec.state.md.us.

Thank you for using MD CAPS.