

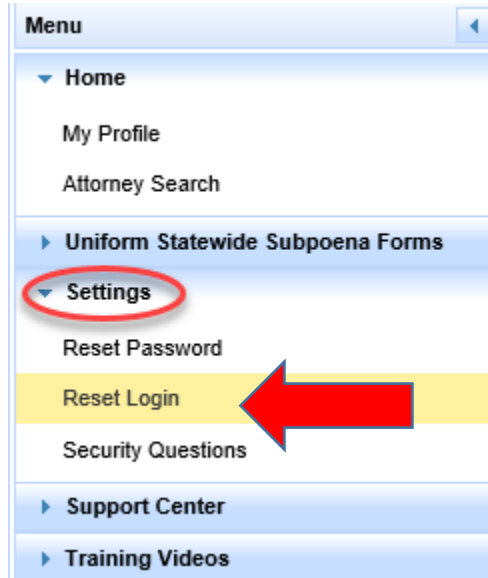
## HOW TO CHANGE YOUR AIS LOGIN ID TO A NEW EMAIL ADDRESS INSIDE OF AIS

To get into AIS: Go to: <https://mdcourts.gov/lawyers/ais> (There is a lot of useful information on this site.)

- i. Select the Log in link in the middle of the screen

### 1. Follow these Steps:

- a. Login to AIS using your current (old) email address and (current) password.
  - i. Go to the Menu area on the left side of the page.




- ii. Select **Settings**;
- iii. Then Select **Reset Login** to open the Reset Login dialog box;
  1. Enter your new Login email address then confirm by entering it in a second time.

### Reset Login


Your Current Login: **mismith@gmail.com**

1. Please enter your new email address
2. This email will serve as your login for the AIS Attorney Portal
3. A Password key will be sent to this email address

New Login \*


   

Confirm Login \*

2. After new email address is entered twice, Hit the **Submit** button.
3. The Confirmation Login Reset dialog box will display. Select the **Yes** button option.

### Confirm Login Reset

 You will need to sign back in after this operation. Do you want to continue?

4. **NOTE: You will be required to log back into AIS using your new Login ID after the reset process is completed.**

- iv. At this time an email will be sent to the new email address entered to verify that it works with AIS.

### Logout Notice

Your Login Reset is not complete. **An email has been sent to you with further instructions.** If you do not receive your email within a few minutes, please check your Spam/Junk folders.

- v. If you do not receive your email within a few minutes, please check your spam/junk folders.
  1. The email will read as follows:



**Subject:** Maryland Judiciary Attorney Information System - reset your Login ID

Dear MiSmith2,

We have received your online request for access to the Maryland Judiciary Attorney Information System (AIS). We are one step away from completing this request but require you to click the link below to reset your Login ID.

[Click here to complete the Reset of your Login ID](#)

(This link will expire in 3 days)

Please do not reply to this e-mail as it is generated from an automated system. If you have received this e-mail in error, or have a question or concern about its content, please contact the Maryland Judiciary Service Desk at 410-260-1114.

Thank you,  
The Attorney Information System (AIS) Support Team

2. Click the link to complete the Reset of your Login ID.

vi. You will be directed back to AIS to **Confirm** the email address change is correct.

| Create New Login ID |                    |
|---------------------|--------------------|
| Current Login ID:   | mismith@gmail.com  |
| New Login ID:       | mismith2@gmail.com |
| <b>Confirm</b>      |                    |

vii. You will be presented with the Operation Successful message.

viii. Select the **Sign in** button to access AIS using your new reset login ID.

| Operation Successful |  |
|----------------------|--|
| Please Sign in.      |  |
| <b>Sign in</b>       |  |

ix. Enter your new Login ID to log into AIS; then select the **Next** button.



**Sign in** [Registration Video](#)

Please Enter Your Login ID \*

(Email Id used during AIS registration)

---

[New Registration](#) [Next](#)

[Change / Forgot Login ID](#)

[Forgot Password](#)

- x. Enter your same password *(NOTE: Your password was not changed as part of this process.)*

**Password** Please click here for [Browser Recommendations](#)

Login ID:

Please Enter Your Password \*

---

[Back](#) :: [Forgot Password](#) [Next](#)

- xi. Select the **Sign in** button or hit the Enter key.
- xii. You are now logged into your AIS account and your Login ID is now set to the new email address.

END OF DOCUMENT

