Attorney Information System (AIS) Changing a Login ID Quick Reference Card

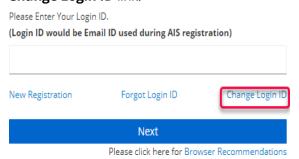
Overview



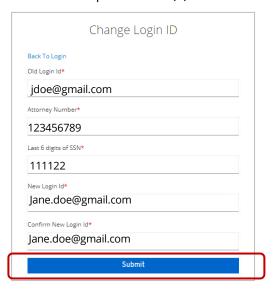
The Attorney Information System is a secure, comprehensive information database for Maryland lawyers available online. Take the following steps to change or retrieve a Login ID.

Changing an AIS Login ID

- Navigate to the Attorney Information System (AIS) portal at https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml.
- 2. The **AIS Sign in** page will display. Select the **Change Login ID** link.



3. The **Change Login ID** page will display. Enter data is the required fields (*)

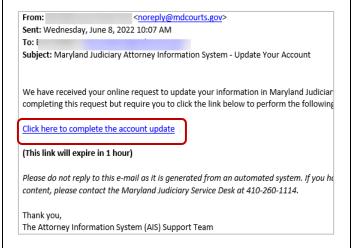


4. Click the **Submit** button. A confirmation notice will display.



An email confirmation will be sent to the new Login ID, click on the link to update your account.

5. An email will be sent to the email address listed with a password reset link. Click the link to complete the Login ID change.





This link will expire one hour from the receipt of the email.

6. A confirmation page will display. Click the **Click** here to proceed link.

» Click here to proceed

7. A confirmation notice will display.

Your account has been updated.

Your account has been updated.

8. Navigate back to the **AIS Sign in** page and log in with updated credentials.

Forgot Login ID

Please Enter Your Login ID.

- To retreive a forgotten **Login ID**, navigate to the AIS portal at https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml.
- 2. The **Sign in** page will display. Click the **Forgot Login ID** link.

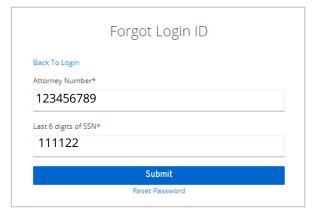
(Login ID would be Email ID used during AIS registration)

New Registration Forgot Login ID Change Login ID

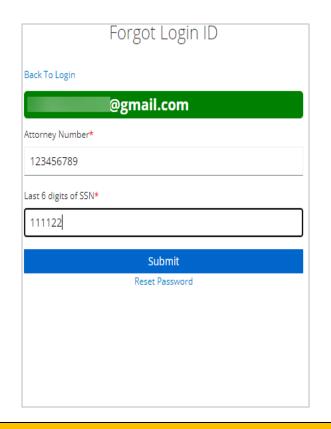
Next

Please click here for Browser Recommendations

 The Forgot Login ID page will display. Enter the required information (*) including the Attorney Number and Last 6 digits of SSN.



- 4. Click the **Submit** button.
- 5. The **Login ID** will be displayed.



Getting Help



For assistance with AIS, contact JIS Support @ 410.260.1114 or mdcourts@service-now.com.