

## 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.”

**MARYLAND** HIGHER EDUCATION COMMISSION MDCAPS MARYLAND COLLEGE AID PROCESSING SYSTEM

Help

**Please identify yourself with a valid username and password.**  
By logging in, you acknowledge that you have read and agree to the User Agreement.

**Students:**  
Have you:

1. Created your MD CAPS user account?
2. Clicked the link in the new activation email sent to you after creating your account?
3. Checked your spam filter if you didn't see the activation email in your inbox?

Once you have done steps 1-3, you are ready for your first login.

If you are still having login problems, please send an email with your name, date of birth and the nature of your problem to [osf@mail@mhec.state.md.us](mailto:osf@mail@mhec.state.md.us).

User Name:   
Password:

Login

[Create a Student Login](#)  
[Forgot your username or password?](#)

To return to the main page of the MHEC web site, [click here](#).

Note: This site is best viewed with Microsoft Internet Explorer 7+ or Firefox 2+ with at least 800 by 600 screen resolution.

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**Step 2:** Enter your information, read and click if you agree to the User Agreement and click “Create Login” button.



Create a Student User Account

First Name:   
Last Name:   
Social Security Number:   
Date of Birth:   
(mm/dd/yyyy)  
Email:   
Confirm Email:

User Name:

User Name must be at least 5 alpha-numeric characters.

Password:

Password must contain at least 8 characters.

Confirm Password:

Password must contain at least one number.

Password must contain at least one letter.

Password must contain at least one special character (!, @, #, \$, etc.).

Password is case sensitive.

User Agreement

Student User Agreement  
for Participation in MDCAPS

I understand and agree that my access to the Maryland College Aid Processing System ("MD CAPS") of the Maryland Higher Education Commission ("MHEC"), Office of Student Financial Assistance ("OSFA") or its successor, is subject to all of the terms of this Student User Agreement for Participation in MD CAPS ("User Agreement").

I agree to the above user agreement

To return to the main page of the MHEC web site, [click here](#).

**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

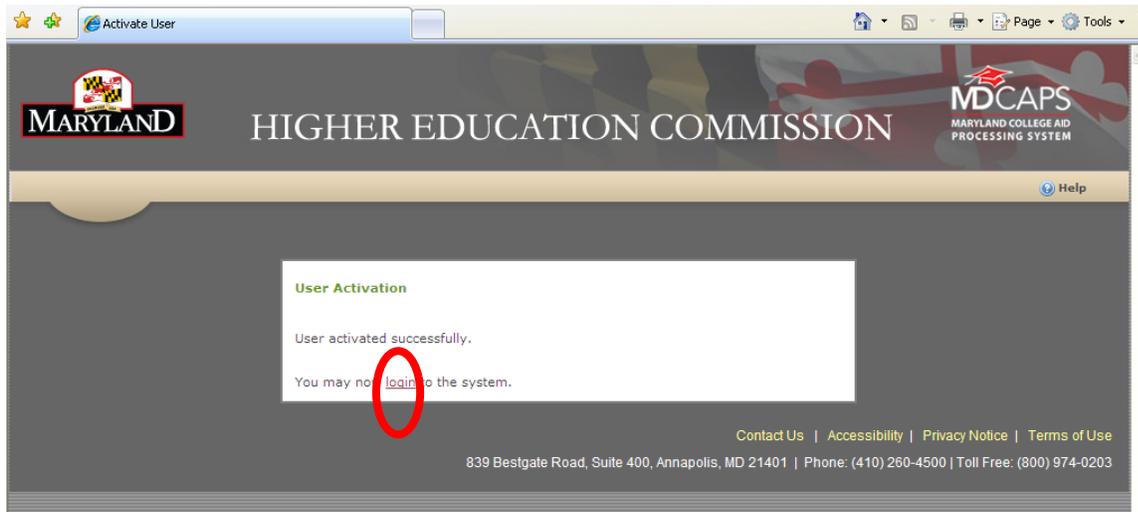
From: "MDCAPS-noreply@mhec.state.md.us" <MDCAPS-noreply@mhec.state.md.us> [Add to Contacts](#)  
To:

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:  
<http://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 **cannot** 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.

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User Name:   
Password:

Login

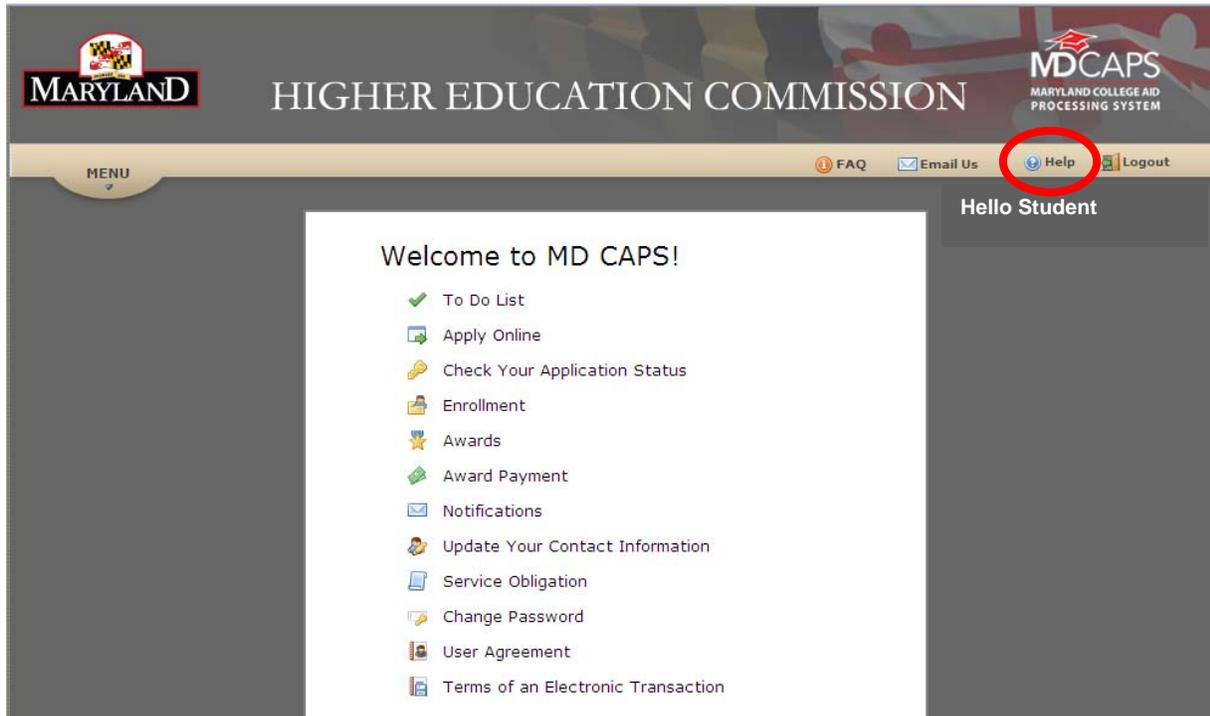
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**Step 6:** You are now in MD CAPS! If you have further questions, click the Help link in the upper right corner.

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](mailto:osfamail@mhec.state.md.us).

Thank you for using MD CAPS.