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.
      
      Menu
      
      Parent Menu
      
      Home
      
      My Profile
      
      Attorney Search
      
      Uniform Statewide Subpoena Forms
      
      Settings
      
      Reset Password
      
      Reset Login
      
      Security Questions
      
      Support Center
      
      Training Videos
      
      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.
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.

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.

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 Mr. Smith,

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. Clink 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

Confirm

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.

Sign in

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

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

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.

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