

Dear Principal Investigators,

In order to maintain the integrity and security of UMB's research platforms, a required update to CICERO sign-in processes is forthcoming. The local log-in option will no longer be available once this transition is complete. All individuals utilizing CICERO will require a UMID for single sign-on (SSO) by October 20, 2025.

From September 30, 2025 CICERO **account creation for new affiliate research team members** will be accomplished as part of this new process. Principal Investigators will be responsible for sponsoring and initiating the process for UMID acquisition through the Community System for all affiliate research team members. The instructions for this process are attached. Once this process is completed the CICERO administrator will be notified and a CICERO account will be created for the affiliate research team member and they will be emailed login instructions.

For affiliate research team members who already have an existing CICERO account and use the Local Login option to access CICERO the same process will be used to obtain a UMID. Once the process is initiated and the affiliate research team member accepts the CICERO Self-registration and completes the UMID setup the CICERO administrator will be notified and the affiliate research team member's existing CICERO account will be associated with their UMID and they will be emailed login instructions.

Please direct any errors, issues, or questions about the CICERO Self-Registration steps in the Community System to [DL-CITSWebDevelopment@umaryland.edu](mailto:DL-CITSWebDevelopment@umaryland.edu) .

Please direct any issues or questions about UMID setup or resetting UMID passwords to the CITS helpdesk, 410-706-4357.

### Unique Situations

\* If the affiliate research team member already has an active UMID they are using to access other UMB resources and need to create a CICERO account they can follow these steps:

1. Goto: <https://cicero.umaryland.edu/>
2. Select: UMB Employee/Student/Affiliate Login button
3. Enter their UMID/Password and DUO if requested
4. Select 'Create Account' from the login popup, complete and submit the electronic form

\*\* If the affiliate research team member already has an active UMID they are using to access other UMB resources and has a CICERO account they access with the Local Login they can follow these steps to associate their UMID and CICERO account:

1. Goto: <https://cicero.umaryland.edu/>
2. Select: UMB Employee/Student/Affiliate Login
3. Enter your UMID/Password and DUO if requested
4. Enter Their existing Local Login Username/Pwd to associate the UMID and CICERO account

Note

For UMB Students/Staff/Faculty, they will use the following steps to request a CICERO account:

1. Goto: <https://cicero.umaryland.edu/>
2. Select: UMB Employee/Student/Affiliate Login
3. Enter your UMID/Password and DUO if requested
4. Select 'Create Account' from the login popup, complete and submit the electronic form

Office of Accountability and Compliance

(410) 706-5037 (HRPO)

(410) 706-2281 (OAC Main)

(410) 706-7859 (OAWA)