

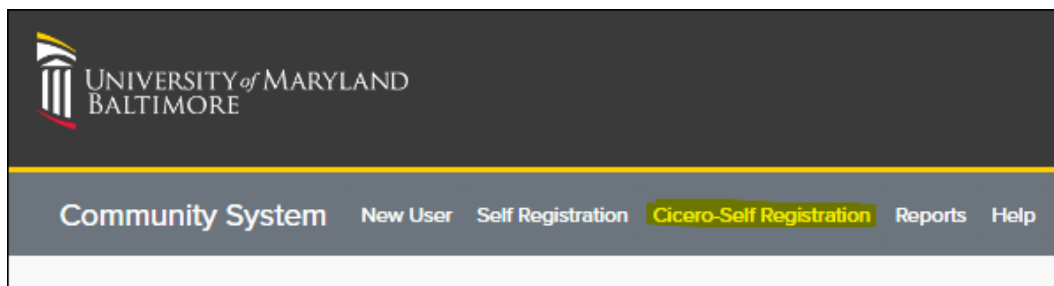
CICERO Self Registration for Affiliate Researchers

Steps:

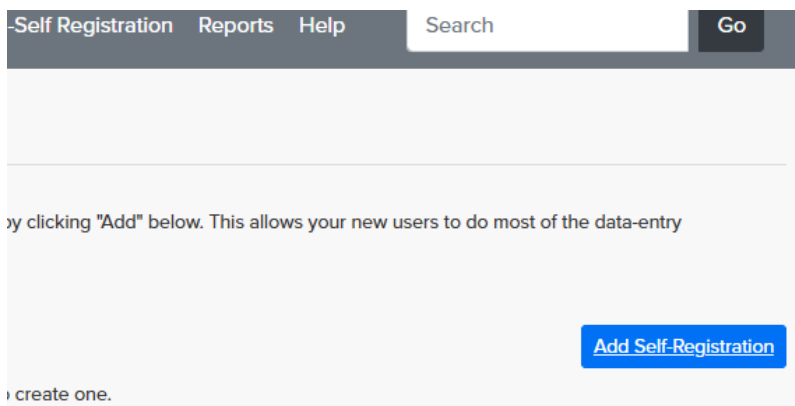
1. [PI \(Sponsor/Approver\) completes](#) Cicero-Self Registration in UMB Community System (CS) for affiliate researcher
2. [Affiliate researcher will complete](#) and submit their self-registration in UMB Community System (CS)
3. Community System (CS) approves the affiliate researcher's self-registration
* Enterprise directory will send the new user an email to set up their UMID/Password
4. [Affiliate researcher completes](#) their UMID/Password setup
5. CICERO receives bulk import and creates new account(s).
*Emails user with CICERO login instructions

Step 1: PI (Sponsor/Approver) completes Cicero-Self Registration in UMB Community System (CS) for affiliate researcher

1. Log into UMB Community System at <https://cfapps.umaryland.edu/cs/home.cfm>
2. Click on Cicero-Self Registration link on main menu bar



3. Click the blue 'Add Self-Registration' button



4. Add email(s) into self-registration form for each affiliated researcher (emails are separated with a comma), add additional information if needed, check the modules needed by new Cicero user(s) (1 or more), and check the box acknowledging you accept responsibility for the researcher

The screenshot shows the 'ADD SELF REGISTRATION INVITATIONS' form in the 'Community System'. The form includes fields for 'Sponsor:', 'Email Address(es) to Invite to Self-Register, separate with commas:', 'Additional Information to send with invitation email:', and 'Cicero Modules *(select 1 or more)'. A red box highlights the 'Cicero Modules' section, which contains checkboxes for IACUC, IRB, GCRC, IBC, RSC, and eDisclose, all of which are checked. A red arrow points to the 'Email Address(es)' field, which contains 'cnraab.test1@yahoo.com'. Another red arrow points to the 'Additional Information' field, which contains 'You will receive an email to complete your UMB [self registration](#)'. A purple arrow points to the 'Submit' button. At the bottom, there is a checkbox labeled 'Check here to acknowledge as the PI (UMB Community System sponsor/approver) of this affiliate, you are taking responsibility for this person.' and a 'Submit' button.

5. PI Clicks Submit

This screenshot is identical to the previous one, showing the 'ADD SELF REGISTRATION INVITATIONS' form. A red arrow points to the 'Submit' button at the bottom left of the form, indicating the action to be taken.

6. PI's view after Submitting. Status of each email entered.

| ADD SELF REGISTRATION INVITATION RESULTS | |
|--|---|
| 07000000=10000000 Update Sponsorid | |
| Email Address | Status |
| hcm.test01@yahoo.com AD=true CS=true | No action required by user. User has an active UMID. Community Sy |
| hcm.test04@yahoo.com AD=false CS=false | Self-registration email sent to hcm.test04@yahoo.com. |
| Invite More Users | |

 (Green)

*Researcher has a UMID, no action required by researcher in this process.

**Researcher will access the CICERO system with their UMID/Pwd/Duo and create an account. If the Researcher doesn't remember what their UMID is and/or to reset the password, please contact the CITS Help Desk at 410-706-4357.

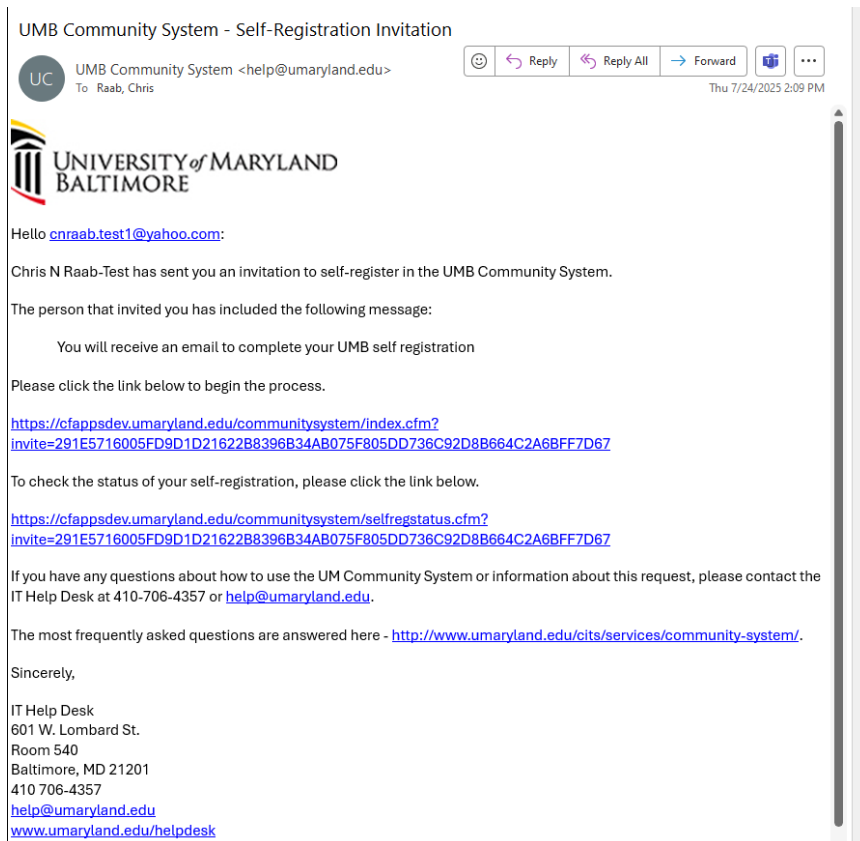
***Additional information about the DUO login process is available at <https://www.umaryland.edu/cits/services/duo/> .

 (Yellow)

Researcher will receive email notification and proceed with setup (Step 2)

Step 2: Affiliate researcher will complete and submit their self-registration in UMB Community System (CS)

1. CS will send affiliated researcher(s) an email with a link to complete their self-registration



2. User will complete and submit self-registration (highlighted are required fields)

| | |
|---|------------------------|
| Legal Name | |
| Please use full legal name as on a government issued ID | |
| First Name: | Chris |
| Middle Initial: | |
| Last Name: | Raab-Test-Cicero |
| Suffix: | |
| Further Information | |
| Email: | cnraab.test1@yahoo.com |
| Birth Date: | 08/09/2002 |
| Gender: | -- select -- |
| Professional Information | |
| Sponsor: | Chris N Raab-Test |
| Home Organization: | -- select -- |
| Title: | |
| Reason For Access: | Access to Cicero |

Step 3: Community System (CS) approves the affiliate researcher's self-registration

* Enterprise directory will send the new user an email to set up their UMID/Password

Step 4: Affiliate researcher completes their UMID/Password setup

1. Follow the directions in the Enterprise directory email to Setup your UMID

* If you experience issues setting up your UMID please contact the Helpdesk:

410-706-4357 or help@umaryland.edu

Step 5: CICERO receives bulk import and creates new account(s) or updates existing.

*Emails user with CICERO login instructions

**The first time you log into CICERO you will need to setup DUO multi-factor authentication. Instructions [here](#).