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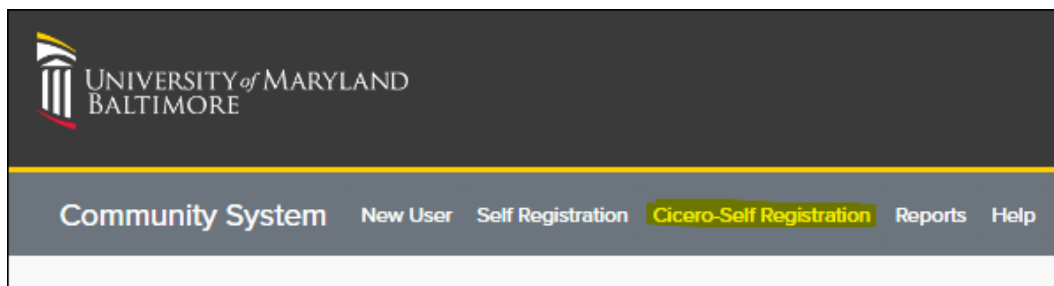
3. Click the blue 'Add Self-Registration' button
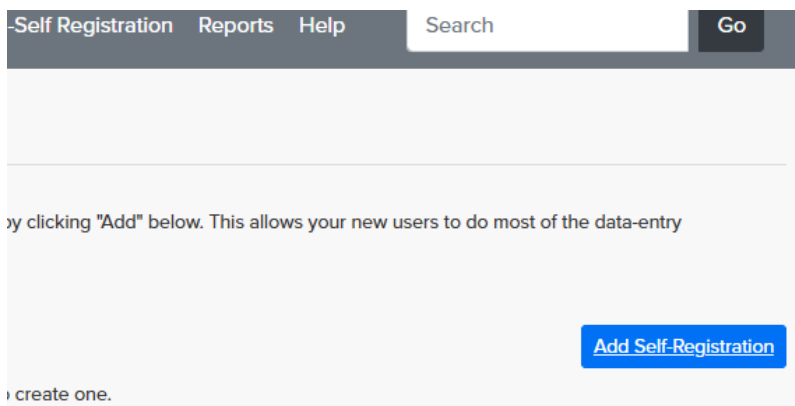
4. Add email(s) into self-registration form for each affiliated researcher (emails are separated with a comma), add additional information if needed, check the modules needed by new Cicero user(s) (1 or more), and check the box acknowledging you accept responsibility for the researcher

5. PI Clicks Submit

6. PI's view after Submitting. Status of each email entered. Verify Researcher can proceed or PI needs to submit a ticket.

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.

****PI needs to submit a ticket** to the CITS Help Desk at 410-706-4357 or **help@umaryland.edu.**

Problem statement such as: "Affiliate CICERO Self Registration, user has existing UMID or Community Entry"

     (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

UC **UMB Community System <help@umaryland.edu>**
To Raab, Chris

☺ | ↩ Reply | ↩ Reply All | → Forward | 📑 | ⋯

Thu 7/24/2025 2:09 PM

UNIVERSITY of MARYLAND BALTIMORE

Hello cnraab.test1@yahoo.com:

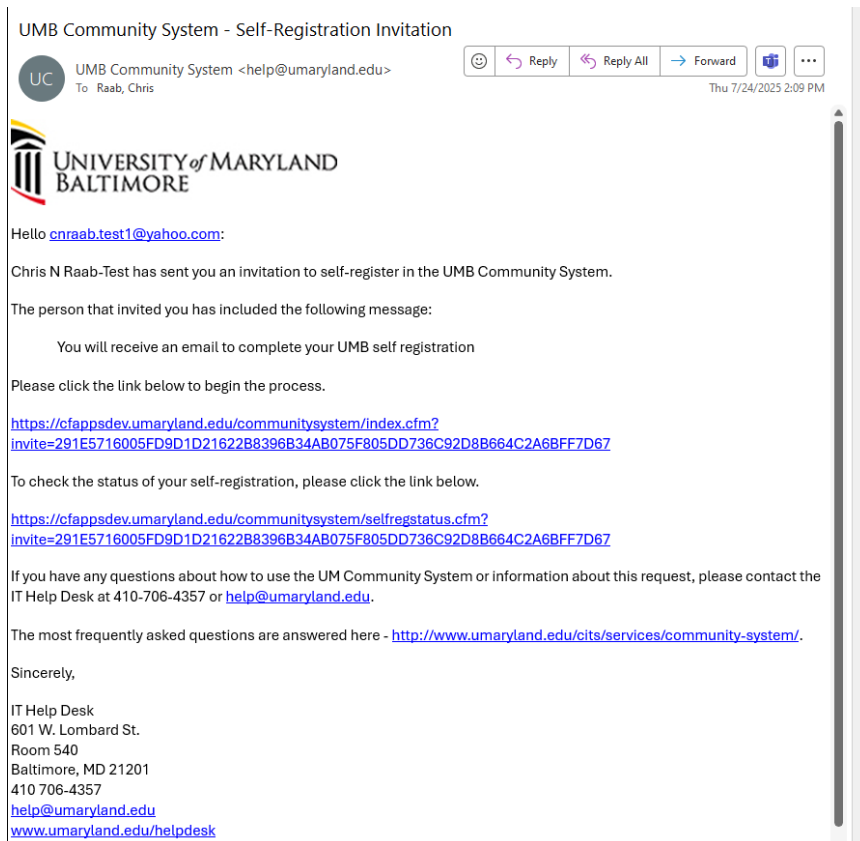Chris N Raab-Test has sent you an invitation to self-register in the UMB Community System.

The person that invited you has included the following message:

You will receive an email to complete your UMB self registration

Please click the link below to begin the process.

https://cfappsdev.umaryland.edu/communitysystem/index.cfm?
invite=291E5716005FD9D1D21622B8396B34AB075F805DD736C92D8B664C2A6BFF7D67

To check the status of your self-registration, please click the link below.

https://cfappsdev.umaryland.edu/communitysystem/selfregstatus.cfm?
invite=291E5716005FD9D1D21622B8396B34AB075F805DD736C92D8B664C2A6BFF7D67

If you have any questions about how to use the UM Community System or information about this request, please contact the IT Help Desk at 410-706-4357 or help@umaryland.edu.

The most frequently asked questions are answered here - http://www.umaryland.edu/cits/services/community-system/.

Sincerely,

IT Help Desk
601 W. Lombard St.
Room 540
Baltimore, MD 21201
410 706-4357
help@umaryland.edu
www.umaryland.edu/helpdesk

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

3. If the Affiliate Researcher receives any errors or has issues completing the form. Please direct any errors, issues, or questions about the CICERO Self-Registration steps in the Community System to DL-CITSWebDevelopment@umaryland.edu .

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.