

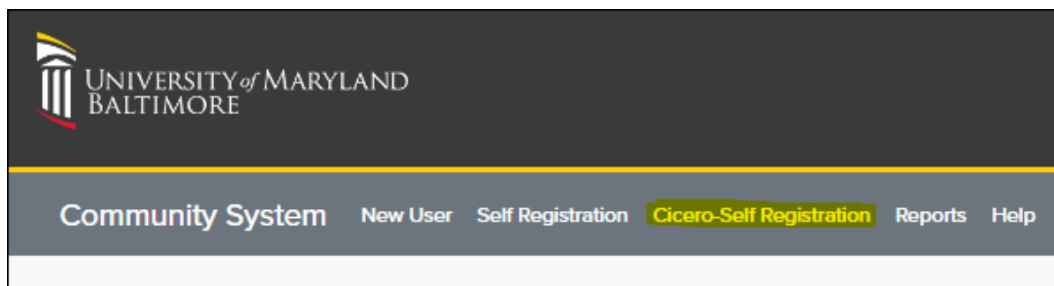
CICERO Self Registration for Affiliate Researchers

Steps:

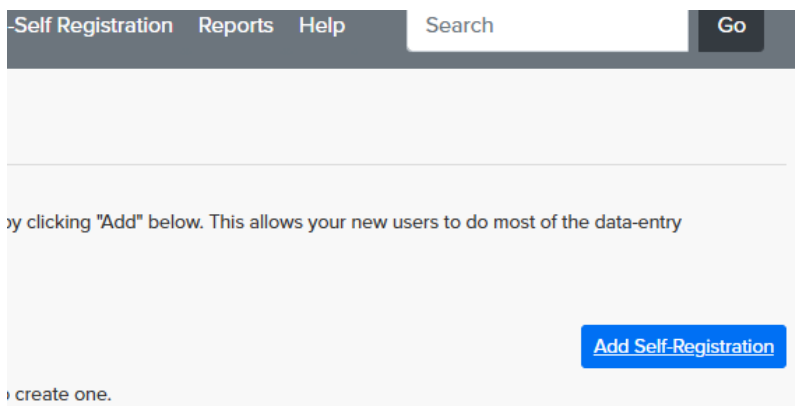
1. [PI \(Sponsor/Approver\) completes](#) Cicero-Self Registration in UMB Community System (CS) for affiliate researcher
2. [Affiliate researcher will complete](#) and submit their self-registration in UMB Community System (CS)
3. Community System (CS) approves the affiliate researcher's self-registration
* 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 the following fields and options:

- Sponsor:** Chris N Raab-Test
- Email Address(es) to Invite to Self-Register, separate with commas:** cnraab.test1@yahoo.com
- Additional Information to send with invitation email:** You will receive an email to complete your UMB [self registration](#)
- Cicero Modules *(select 1 or more):**
 - ☒ IACUC
 - ☒ IRB
 - ☒ GCRC
 - ☒ IBC
 - ☒ RSC
 - ☒ eDisclose
- ☐ Check here to acknowledge as the PI (UMB Community System sponsor/approver) of this affiliate, you are taking responsibility for this person.
- Submit** button

Red arrows point to the Sponsor, Email, and Modules sections. A pink arrow points to the 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.

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.**

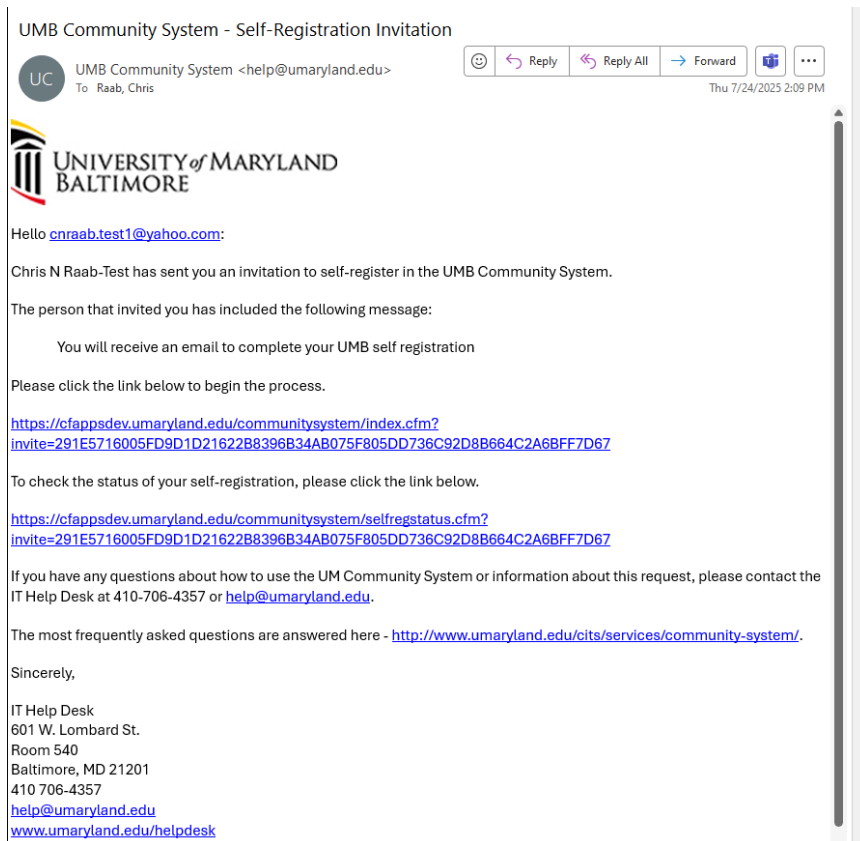
Problem statement such as: "Affiliate CICERO Self Registration, user has existing UMID or Community Entry"

 (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



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-CITWebDevelopment@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](#).