



## What if I Don't Know My Employee ID?

If you do not know your employee ID, click on the **RED** text in parenthesis. A new page will open. You will be instructed to enter your name. Once you enter your name hit "Submit."

**Employee IDs** SHARE

If you are a UMB employee and don't know your employee ID, use this application to look up your ID. The employee ID is used in numerous SOM supported applications (HIPAA, CICERO, BRAAN, Center for Clinical Trials requests, Help Desk application).

If you are a SOM affiliate or a non-UMB researcher who needs to generate an ID as step one of a new account creation process for one of the above applications, please use this form.

Our data source is the HR database, so please search using your legal name as recorded in HR.

Enter your last name and full legal first name in the fields below and press the Submit button. To **expand** your search results, you can enter your full last name and first initial of your legal first name.

Administrators: Go to the [Admin Login](#) page.

\* Indicates a required field

\* Last Name:

\* First Name:

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The next window that opens will show you your employee ID. Write down your employee ID, and then return to complete the CICERO account request form.

*If an employee ID has not already been assigned to you, **OR** if you are not a UMB employee, click on the red text in parenthesis and the system will direct you to a link that will allow you to create an ID as a non-UMB affiliate.*

On Employee ID Request Form:

- Enter your first name and last name
- Select your appropriate UMSON department
- Enter your title and email address
- Reason for account: Select "CICERO Account"
- Press "Submit"
- An ID number will be assigned to you; write this number down in a safe place
- Return to CICERO account request form and complete using the ID number assigned to you

**If you have any questions please contact:**

The UMSON Office of Research and Scholarship  
[research@son.umaryland.edu](mailto:research@son.umaryland.edu)