Instructions for Creating a CICERO Account

To create a Collaborative Institutional Comprehensive Evaluation of Research Online (CICERO) account (UMB electronic protocol submission system), go to: <u>http://cicero.umaryland.edu.</u>

On the CICERO home page, click on "Create Login Account"

Complete the electronic form and follow the prompts. Once the form has been completed, click the "register" button. You will be automatically notified by the CICERO system within 24-48 hours via email.



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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."



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