

CMT Account Creation Guideline

HOW-TO: Account Creation

OVERVIEW

This will show how to create an account in CMT.

IMPORTANT

DO NOT CREATE A NEW CMT ACCOUNT IF YOU ALREADY HAVE ONE.

Changing a CMT account email is the best option.

THINGS TO KNOW

- Accounts get removed from CMT after a four years of inactivity.
- If a CMT account has been removed, it cannot be emailed from within CMT.
- It is important the email entered for your new CMT account is **not misspelled** as verification will be sent to the exact email that is entered.
- If you lose access to your email itself but still **remember your CMT password**, you can [change your email](#) easily.
- If a password is forgotten, it can [always be reset](#) (provided you still have access to the email itself).
- If you do not have access to the email itself anymore, follow the [instructions in this guide](#).
- Having a [current browser](#) will mitigate most account-registration/login/profile-modification issues.
- Here are some [email caveats](#) to know after your account has been created.

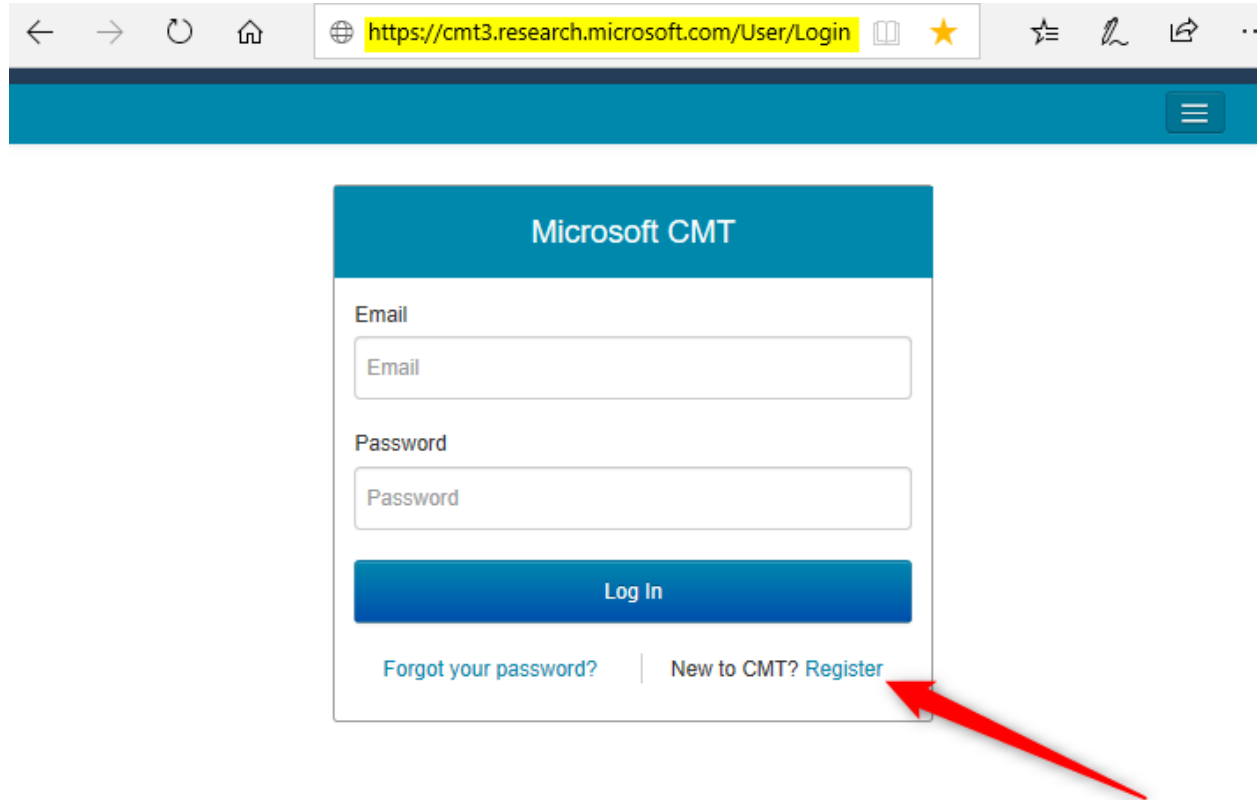
NOTE

An out-of-date browser may give you issues creating an account. Please make sure all of your browsers are up to date.

Typing '[edge://settings/help](#)' into Microsoft Edge will let you know if your browser is current, and it will automatically update if it is not.

NAVIGATE TO SITE

- Navigate to site: <https://cmt3.research.microsoft.com/User/Login> Click "Register".



Microsoft CMT

Email

Password

Log In

[Forgot your password?](#) | [New to CMT? Register](#)

CREATE NEW ACCOUNT PAGE

- Enter your information in the 'Create New Account' page. Fields with an <*> asterisk are required.

NOTE

Google Scholar ID, Semantic Scholar ID and DBLP IDs are not required, however Chairs may require some users to have one or more.

Create New Account

Login information

* Email This email will be used to login into CMT

* Password

* Confirm Password

Personal Information

* First Name

Middle Initial

* Last Name

Nickname

* Organization Name

* Country/Region

Google Scholar Id

Semantic Scholar Id

DBLP Id

- Enter the captcha characters, check the 'Agree to Terms of Use' checkbox and click 'Register.'

* Country/Region

Google Scholar Id

Verification

Enter the characters you see

[New](#) | [Audio](#)



I agree to the Microsoft CMT's [Author's Statement](#), [Terms Of Use](#) and [Privacy & Cookies](#)



Register

No, thanks

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[CMT Support](#)

NOTE

For Google Scholar ID, Semantic Scholar ID and DBLP ID, please refer to the 'HOW-TO: External Profile IDs' document.

WELCOME TO CMT PAGE

The "Welcome to CMT" page appears notifying you that an email was sent to you with a verification (activation) link.



Welcome to CMT !

Your account [REDACTED] has been registered, please verify it by clicking the activation link that has been sent to this email address.

If you do not receive the activation link

If you do not receive our mail to activate account, the following are some of the possible reasons for the problem.

1. *You typed in an incorrect email address.*
2. *Slow mail processing at your email server.*
3. *Your mailbox has exceeded quota.*
4. *Spam filters configured at your mailbox or email server have marked the email as spam.*
5. *There are connection issue with your email server.*

CMT could not address issues related to your mailbox or mail server. You could probably try to use an email account such as Hotmail, Outlook, Gmail, or Yahoo! Mail. You will be able to change email address with your account later.

VERIFICATION EMAIL

IMPORTANT

1. If no verification email is received, please check the spam/junk folder.
There are some universities/workplaces which have strict firewalls and CMT emails do not get through. We suggest contacting the IT dept and asking them to whitelist '@msr-cmt.org'.
2. **Most importantly - make sure your browser is up-to-date.** Typing '[edge://settings/help](#)' into Microsoft Edge will let you know if your browser is current, and it will automatically update if it is not.
3. For web-based emails like **GMAIL**, please clear the cache.
4. Make sure the email used for your account was **not misspelled** in any way.
5. If there is still no verification email with the link, contact [CMT Support](#) directly.

The email will look like this:

Hello John,

Please click the following link to complete email verification:

[https://cmt3.research.microsoft.com/User/VerifySignup/?email=\[REDACTED\].com&hash=296e5fdd433d\[REDACTED\]277ba741c3&returnUrl=/](https://cmt3.research.microsoft.com/User/VerifySignup/?email=[REDACTED].com&hash=296e5fdd433d[REDACTED]277ba741c3&returnUrl=/)

Thanks,

CMT Support

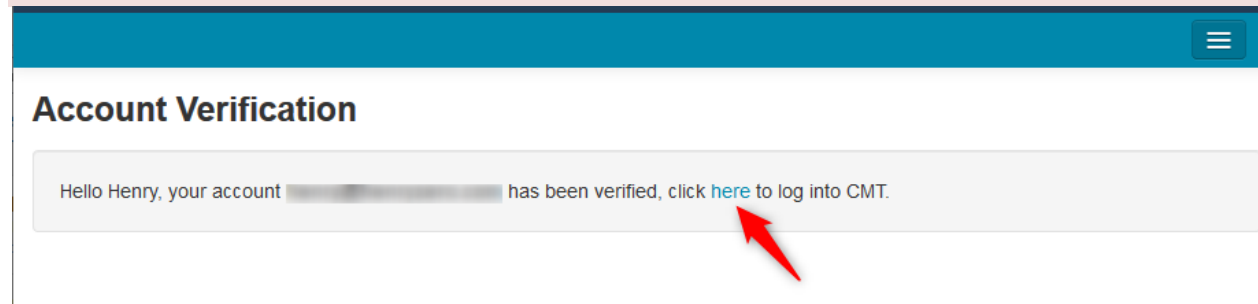
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- The **verification link** is a **one-time** link. Once you click on it and get the message that the account has been verified, just log into your CMT account.

IMPORTANT

DO NOT CLICK THAT LINK AGAIN OR YOU WILL GET A MESSAGE SAYING 'YOUR ACCOUNT COULD NOT BE VERIFIED.'



The screenshot shows a web interface with a blue header bar containing a hamburger menu icon. Below the header, the title "Account Verification" is displayed. A light gray message box contains the text: "Hello Henry, your account [REDACTED] has been verified, click [here](#) to log into CMT." A red arrow points to the "here" link in the message.

VERIFICATION ERROR

If you click the link in the email and see '**Sorry your account could not be verified,**' it likely means **it already has been verified** and all that is needed is just to log into CMT.

- Click the Login tab

[Login](#) [Registration](#) [Reset Password](#)

Account Verification

Sorry your account could not be verified.

HOW TO LOG INTO CMT

1. **Use this link to log in**, not any bookmark or emailed link: <https://cmt3.research.microsoft.com>
2. Make sure your browsers are current
3. Enter your email and password, then click 'Log In'

Microsoft CMT

Email *

Password *

[Log In](#)

[Forgot your password?](#) | [New to CMT? Register](#)

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