

CMT Account Creation

ACCOUNTS ARE NOT CONFERENCE SPECIFIC

CMT is a conference management system; we host thousands of conferences.

When you create a CMT account (or register for CMT) you are NOT registering for a specific conference; you are registering to use CMT for ANY conferences in which you may be interested.

Click here on how to [search for the conference](#) you want.

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.

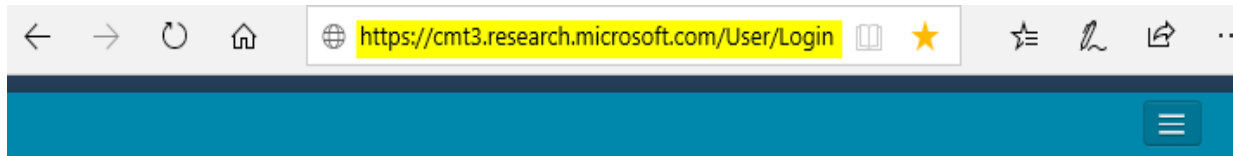
NOTE

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 to create a CMT account, however Chairs may require some users to have one or more.

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



Create New Account

Login information

* Email	<input type="text" value="Email"/>	This email will be used to login into CMT
* Password	<input type="password" value="Password"/>	
* Confirm Password	<input type="password" value="Confirm Password"/>	

Personal Information

* First Name	<input type="text" value="First Name"/>
Middle Initial	<input type="text" value="Initial"/>
* Last Name	<input type="text" value="Last Name"/>
Nickname	<input type="text" value="Nickname"/>
* Organization Name	<input type="text" value="Organization Name"/>
* Country/Region	<input type="text" value="Select..."/>
Google Scholar Id	<input type="text" value="Google Scholar Id"/>
Semantic Scholar Id	<input type="text" value="Semantic Scholar Id"/>
DBLP Id	<input type="text" value="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



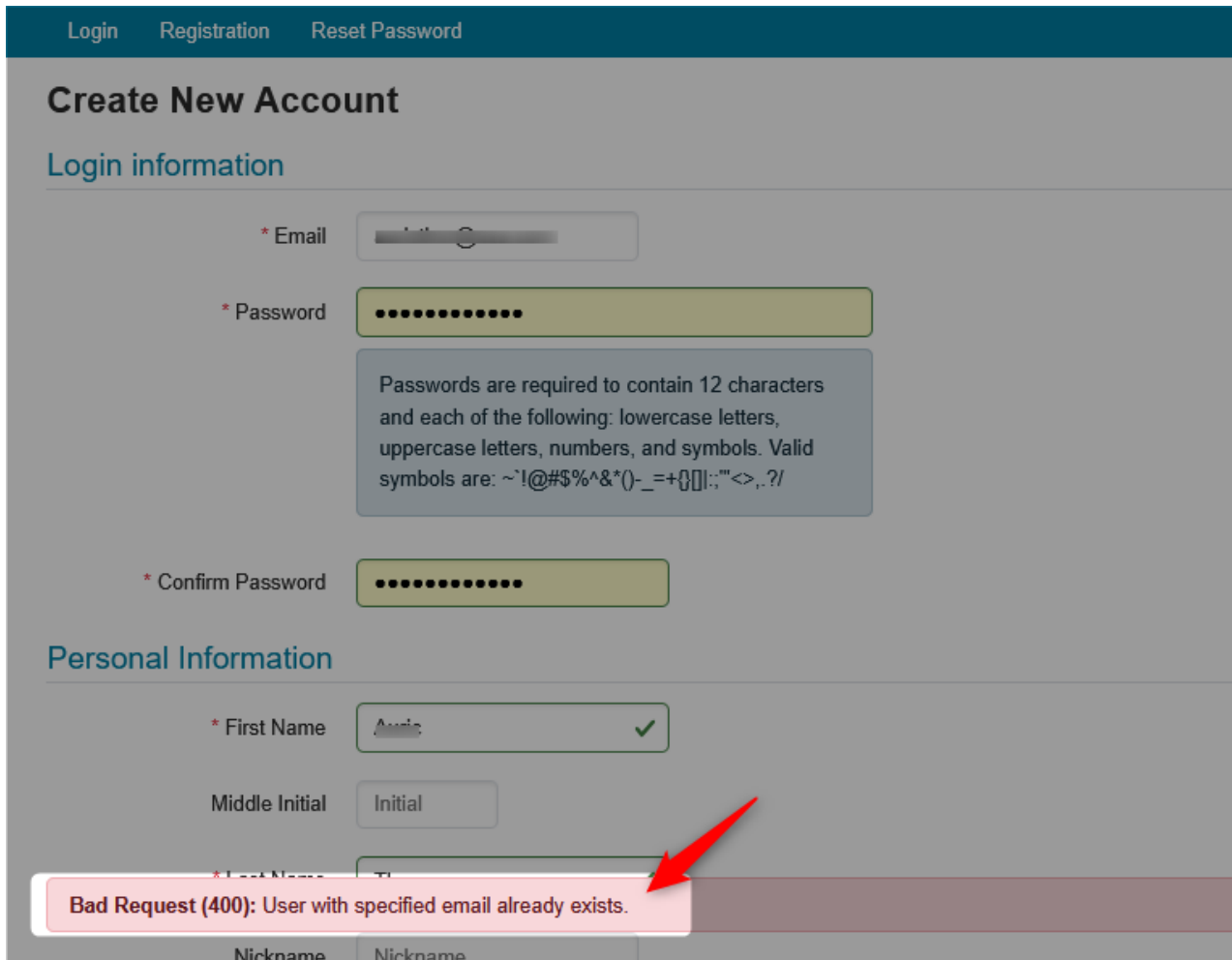
NOTE

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

EMAIL EXISTS ERROR

If the error 'Bad Request (400): User with specified email already exists' appears, it means just that. You are trying to create an account with an email that is already a CMT account.

Try [resetting the password](#) for that CMT account email.



The screenshot shows a web form titled "Create New Account" with a dark teal header containing links for "Login", "Registration", and "Reset Password". The form is divided into sections: "Login information" and "Personal Information".

Login information:

- * Email: A text input field with a grey background.
- * Password: A text input field with a green background. Below it is a grey box with password requirements: "Passwords are required to contain 12 characters and each of the following: lowercase letters, uppercase letters, numbers, and symbols. Valid symbols are: ~!@#\$\$%^&*()-_+={}|;:'<>.,?/".
- * Confirm Password: A text input field with a green background.

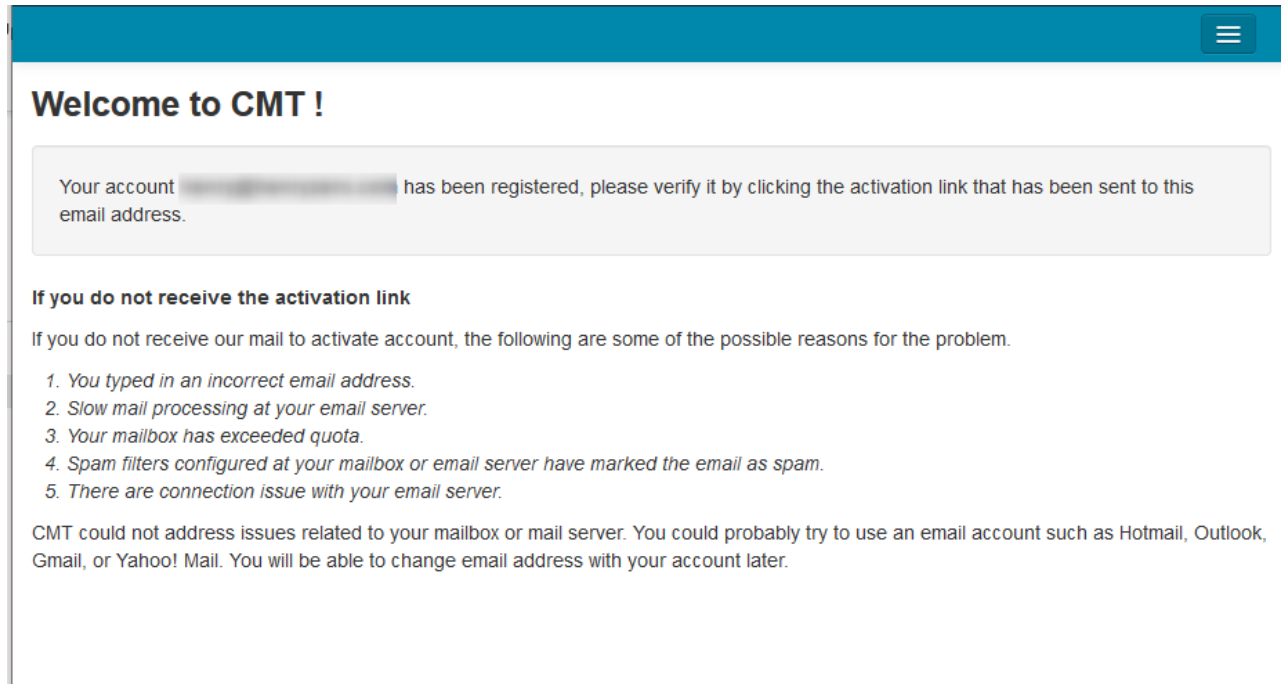
Personal Information:

- * First Name: A text input field with "Aurie" and a green checkmark.
- Middle Initial: A text input field with "Initial".
- * Last Name: A text input field (partially obscured).
- Nickname: A text input field (partially obscured).

A red arrow points to a pink error message box at the bottom of the form: "Bad Request (400): User with specified email already exists."

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.

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

Thanks,

CMT Support

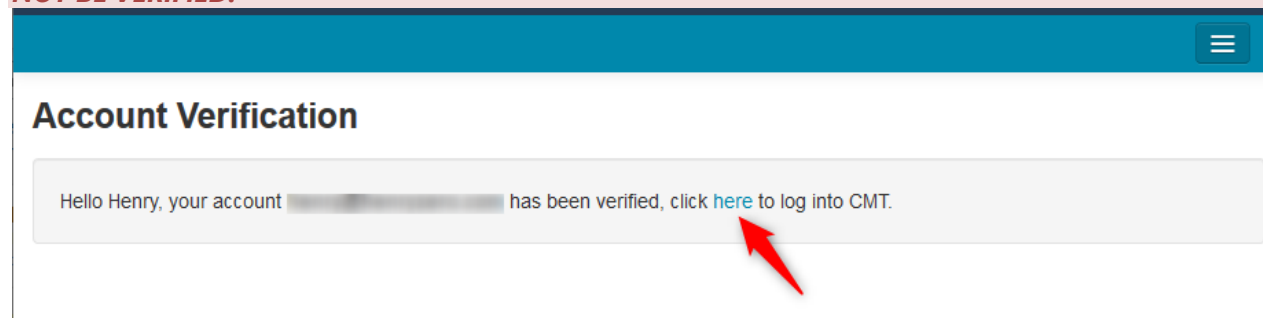
Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#).

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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 for account verification. At the top, there is a blue header bar with a hamburger menu icon on the right. Below the header, the title "Account Verification" is displayed in a large, bold, black font. The main content area is a light gray box containing the text: "Hello Henry, your account [redacted] has been verified, click [here](#) to log into CMT." A red arrow points to the word "here" in the text, which is a blue hyperlink.

VERIFICATION ERROR

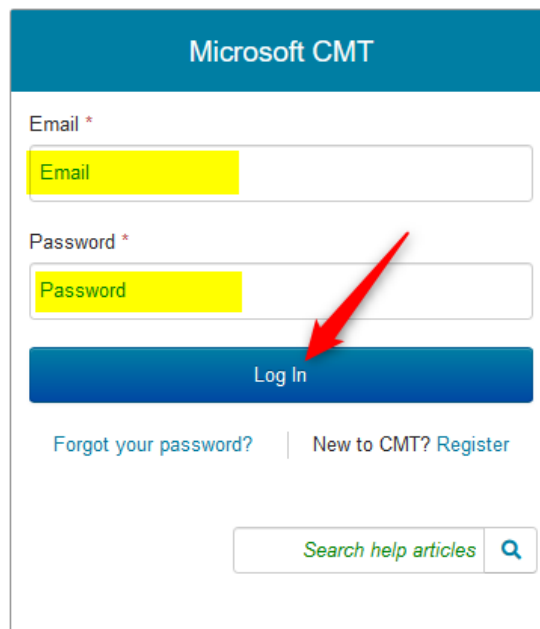
If you click the link in the email and see '**Sorry your account could not be verified,**' it likely means **it already has been verified** and all that is needed is just to log into CMT.

- Click the Login tab



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'

A screenshot of the Microsoft CMT login form. The form is titled 'Microsoft CMT' and features a blue header. It contains two input fields: 'Email *' and 'Password *', both with yellow placeholder text. Below the password field is a blue 'Log In' button, which is highlighted by a red arrow. At the bottom of the form, there are two links: 'Forgot your password?' and 'New to CMT? Register'. A search bar with the text 'Search help articles' and a magnifying glass icon is located at the very bottom.

If you have any issues at all logging into CMT, please look at the [Login Errors FAQ](#).

Additional [Login Tips](#) are at the end of the FAQ.