



OFFICE OF UNDERGRADUATE RESEARCH

ForagerOne - Campus Partners How to Claim Your Account, Set Up Your Profile, and Add Your Projects

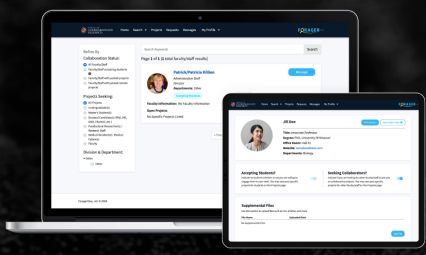
Office of Undergraduate Research
University of Maryland, College Park



Quick Start Guide



**OFFICE OF
UNDERGRADUATE
RESEARCH**



**Build your research team at
foragerone.com today!**

FORAGER ONE

Welcome to ForagerOne!

Great news! The Office of Undergraduate Research at the University of Maryland has adopted ForagerOne to better connect students and faculty. Here's what's next:

- 
Create your account to become discoverable.
 Get started by visiting [ForagerOne.com](https://foragerone.com) and create your account after selecting your university in the dropdown menu. Set up your profile by adding information about yourself and your research, so that students and other faculty can find and learn about you.
- 
Recruitment made easy.
 Keep your inbox under control. With a simple toggle on your profile, you can indicate to students whether you're open to receiving requests or not. If you have a specific project you're looking to recruit students into, let students know by posting it. You'll receive email notifications as students reach out to you and their requests will remain organized on ForagerOne for you to review.
- 
Build your A-Team.
 Our sleek application design allows you to seamlessly review and respond to student requests so you can quickly onboard the students who are right for your team. With our faculty-wide faculty database, connect with other faculty to pilot innovative research and build new collaborative partnerships.

Visit ForagerOne to create or claim your profile!

ForagerOne establishes a hub for students and faculty to connect for research collaboration. The Office of Undergraduate Research adopted the program in 2024. Reach out to support@foragerone.com with any questions.

RESEARCH

Get started on ForagerOne today!

Review and claim your profile at [ForagerOne.com](https://foragerone.com)



1 Sign up and select University of Maryland



2 UMD web login



3 Review pre-filled profile info ("General" & "About")



4 Update "Accepting Students?" Y/N



5 Update "Research Keywords" & "Research Description"



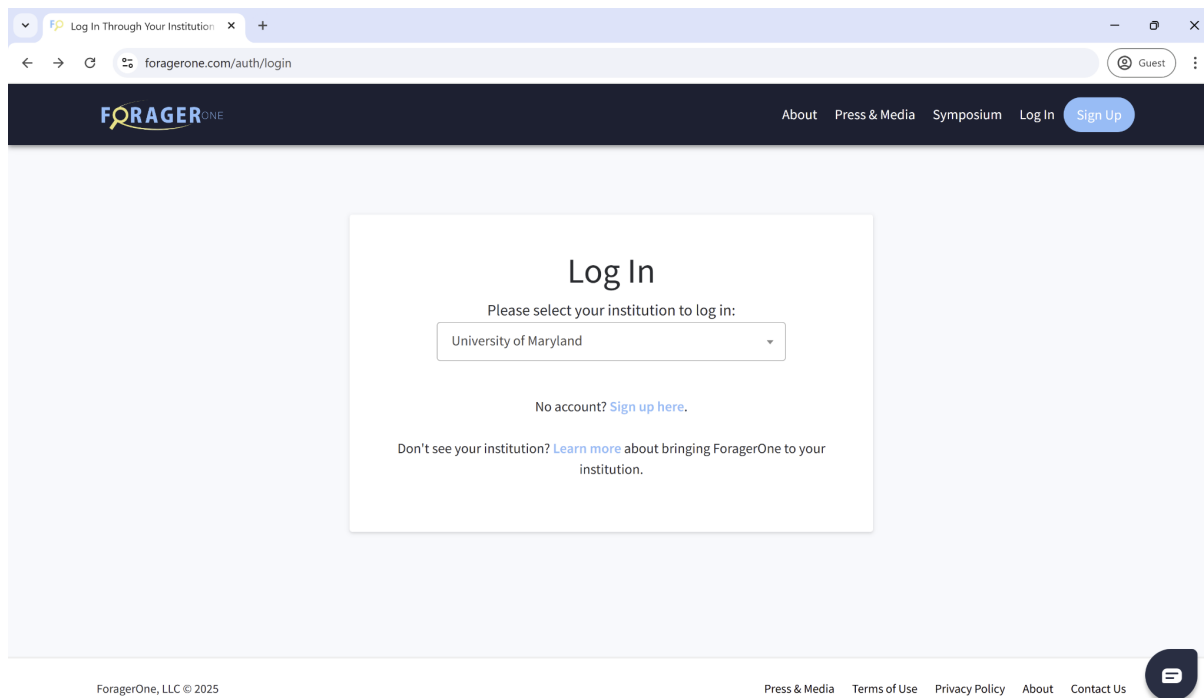
All set!

Scan QR code using phone camera to open ForagerOne, or go directly to [ForagerOne.com](https://foragerone.com).



Step By Step Guide

1. Visit the [ForagerOne login portal](#) and select **University of Maryland** in the drop-down menu.



The screenshot shows a web browser window with the URL `foragerone.com/auth/login`. The page features a dark blue header with the ForagerOne logo on the left and navigation links (About, Press & Media, Symposium, Log In, Sign Up) on the right. The 'Sign Up' button is highlighted in blue. The main content area is light blue and contains a white box with the heading 'Log In'. Below the heading, it says 'Please select your institution to log in:' followed by a dropdown menu currently showing 'University of Maryland'. Below the dropdown, there is a link 'No account? Sign up here.' and a paragraph: 'Don't see your institution? Learn more about bringing ForagerOne to your institution.' The footer of the page includes 'ForagerOne, LLC © 2025' on the left and a row of links (Press & Media, Terms of Use, Privacy Policy, About, Contact Us) on the right, with a chat icon in the bottom right corner.



2. Enter your UMD **Directory ID** and **Passphrase**.

UMD CAS - Central Authentication

shib.idm.umd.edu/shibboleth-idp/profile/SAML2/Redirect/SSO?execution=e2s1

UNIVERSITY OF MARYLAND

Central Authentication Service (CAS)

DIRECTORY ID

PASSPHRASE

☐ **DON'T REMEMBER LOGIN**

LOG IN

For security reasons, please log out and exit your Web browser when you finish accessing services that require authentication.

The Division of IT will never ask you to put your passphrase into an email message, but scammers will.

Do not share your passphrase with others!

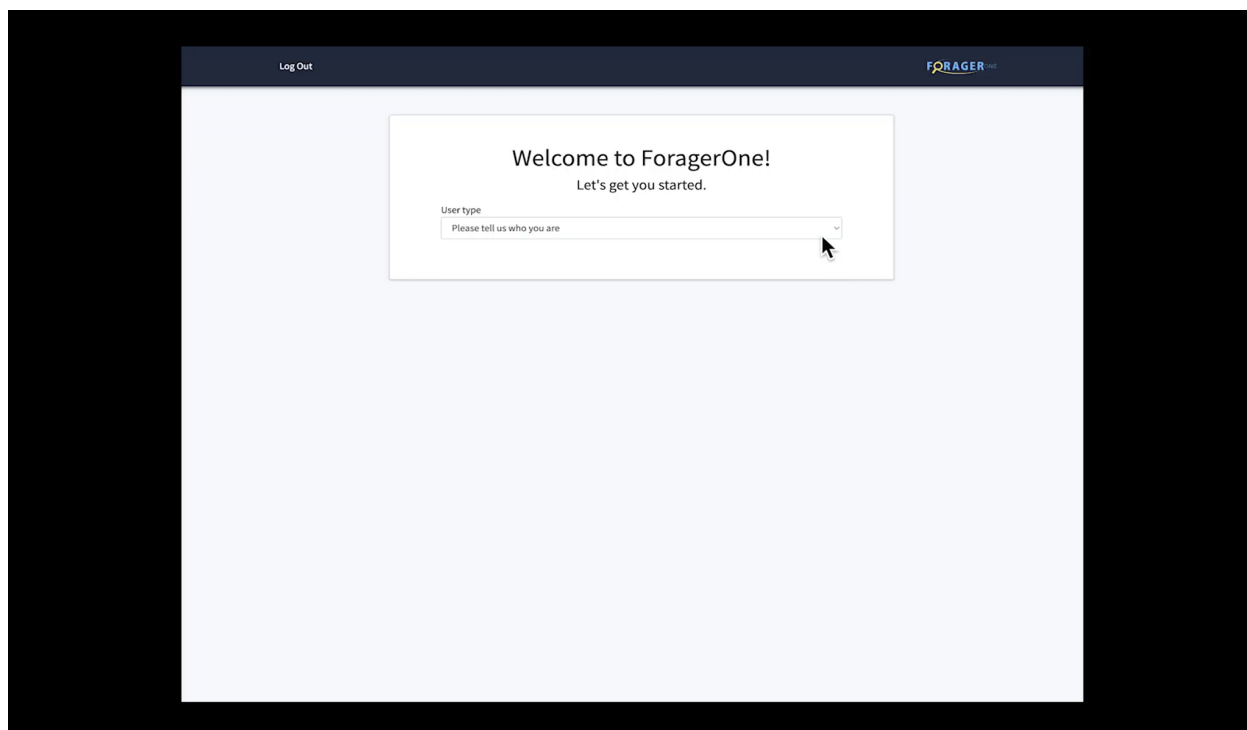
[Forgot your passphrase?](#) / [Forgot your ID?](#) / [Need help?](#)

Having trouble? Please contact the [IT Service Desk](#) at 301.405.1500

NOTICE: Unauthorized access to this system is in violation of Md. Annotated Code, Criminal Law Article §§ 8-606

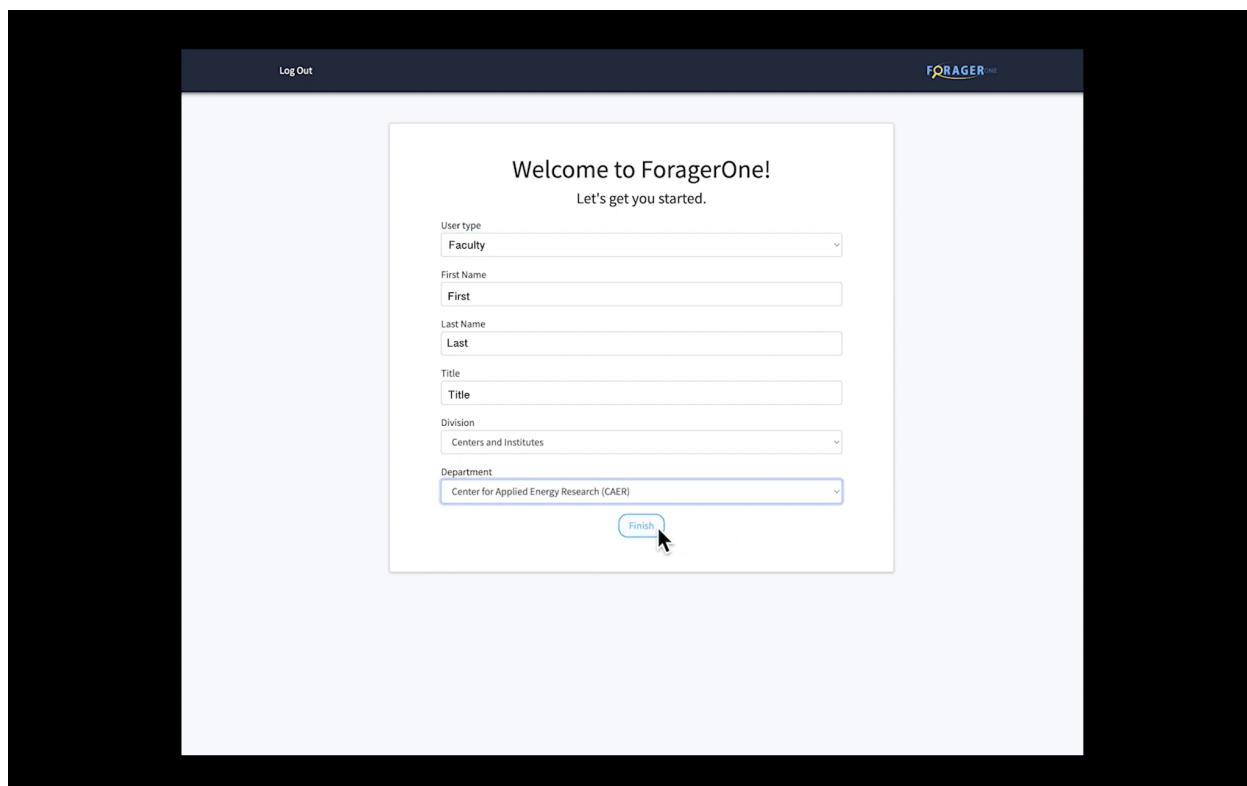
3. When you log in to the system for the first time, you will be asked to choose your user type (e.g., **Faculty** or **Administrative Staff**).

If you have logged in to the system previously, skip to **step 5**.



4. Additional questions will appear once you have identified your user type.

Answer all questions and click **Finish**.



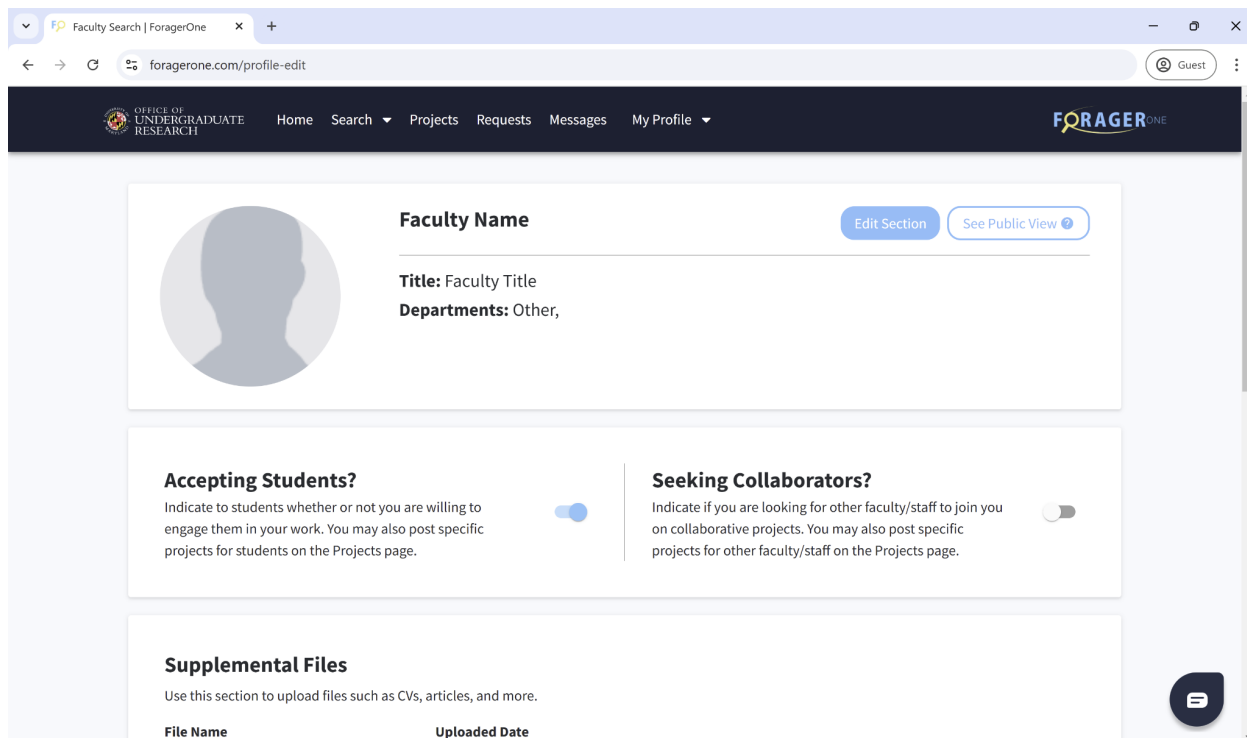
The screenshot shows a web interface for 'ForagerOne'. At the top, there is a dark blue header with 'Log Out' on the left and the 'FORAGER' logo on the right. The main content area is light blue and contains a white box with the heading 'Welcome to ForagerOne!' and the subtext 'Let's get you started.' Below this is a registration form with the following fields: 'User type' (a dropdown menu with 'Faculty' selected), 'First Name' (a text input field with 'First' entered), 'Last Name' (a text input field with 'Last' entered), 'Title' (a text input field with 'Title' entered), 'Division' (a dropdown menu with 'Centers and Institutes' selected), and 'Department' (a dropdown menu with 'Center for Applied Energy Research (CAER)' selected). At the bottom of the form is a blue 'Finish' button, which is being clicked by a mouse cursor.

5. You can now view and edit your **Profile**.

If you want to engage new students in your research, ensure the **Accepting Students?** switch is toggled to **on**. This will enable interested students to contact you and share information about themselves via ForagerOne.

If you prefer students to contact you outside the ForagerOne system, indicate this preference and describe how they should contact you in your profile's **About** section.

We highly recommend including a picture of yourself with your ForagerOne **Profile**. This will help students better connect with you as a person and feel less intimidated when applying for one of your posted **Projects**. If you look through profiles in the ForagerOne system, the most approachable ones all have pictures!

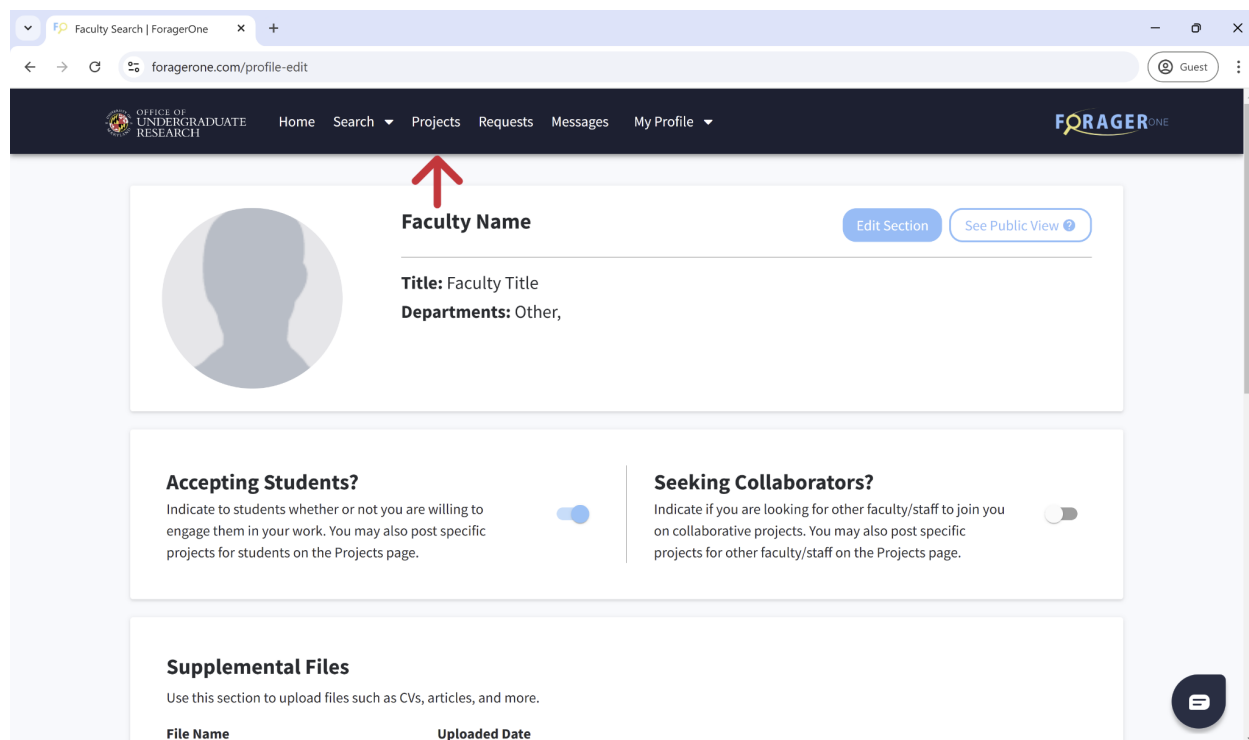


The screenshot shows a web browser window with the URL `foragerone.com/profile-edit`. The page header includes the University of Maryland logo and navigation links: Home, Search, Projects, Requests, Messages, and My Profile. The main content area is titled "Faculty Name" and includes a profile picture placeholder, a "Title" field with the value "Faculty Title", and a "Departments" field with the value "Other". There are two toggle switches: "Accepting Students?" (which is turned on) and "Seeking Collaborators?" (which is turned off). Below these is a "Supplemental Files" section with a table for uploading files.

File Name	Uploaded Date

6. You have created a ForagerOne **Profile** containing information about your research interests.

If you would also like to share information about one or more specific projects for which you are currently recruiting undergraduate students, click the **Projects** link in the main menu.



Faculty Search | ForagerOne

foragerone.com/profile-edit

Guest

OFFICE OF UNDERGRADUATE RESEARCH

Home Search Projects Requests Messages My Profile

FORAGER ONE

Faculty Name [Edit Section](#) [See Public View](#)

Title: Faculty Title
Departments: Other,

Accepting Students?
Indicate to students whether or not you are willing to engage them in your work. You may also post specific projects for students on the Projects page. ☒

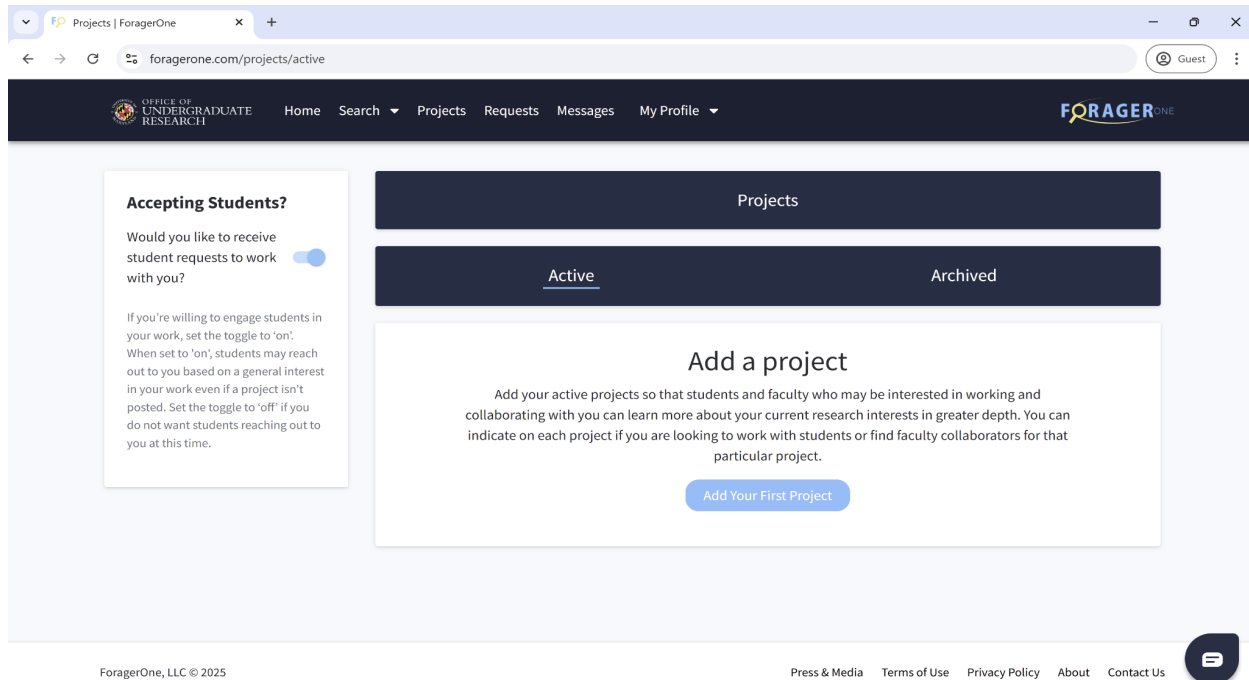
Seeking Collaborators?
Indicate if you are looking for other faculty/staff to join you on collaborative projects. You may also post specific projects for other faculty/staff on the Projects page. ☐

Supplemental Files
Use this section to upload files such as CVs, articles, and more.

File Name	Uploaded Date
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7. Click the **Add Your First Project** button.



The screenshot shows a web browser window with the URL `foragerone.com/projects/active`. The page features a dark blue header with the University of Maryland logo and navigation links: Home, Search, Projects, Requests, Messages, and My Profile. The ForagerOne logo is on the right. A sidebar on the left contains a toggle for 'Accepting Students?' which is currently turned on, with explanatory text below it. The main content area has a 'Projects' section with tabs for 'Active' and 'Archived'. Below these tabs is a white box titled 'Add a project' with a paragraph of text and a blue button labeled 'Add Your First Project'. The footer includes copyright information for ForagerOne, LLC © 2025, and a row of links: Press & Media, Terms of Use, Privacy Policy, About, and Contact Us. A chat icon is visible in the bottom right corner.

Projects | ForagerOne

foragerone.com/projects/active

Guest

OFFICE OF UNDERGRADUATE RESEARCH

Home Search Projects Requests Messages My Profile

FORAGERONE

Accepting Students?

Would you like to receive student requests to work with you?

If you're willing to engage students in your work, set the toggle to 'on'. When set to 'on', students may reach out to you based on a general interest in your work even if a project isn't posted. Set the toggle to 'off' if you do not want students reaching out to you at this time.

Projects

Active Archived

Add a project

Add your active projects so that students and faculty who may be interested in working and collaborating with you can learn more about your current research interests in greater depth. You can indicate on each project if you are looking to work with students or find faculty collaborators for that particular project.

Add Your First Project

ForagerOne, LLC © 2025

Press & Media Terms of Use Privacy Policy About Contact Us



8. You will now view a form allowing you to describe a research **Project**.

The screenshot shows a web browser window with the URL `foragerone.com/projects/active`. The page has a dark blue header with the University of Maryland logo and navigation links: Home, Search, Projects, Requests, Messages, and My Profile. The main content area is titled 'Projects' and has two tabs: 'Active' (selected) and 'Archived'. On the left, there is a sidebar with a toggle switch for 'Accepting Students?' and a description of the feature. The main form is titled 'Add Project' and includes the following fields:

- *Project Title**: A text input field with a required field error message.
- Seeking:**: A dropdown menu.
- *Opportunity Type:**: A dropdown menu with a required field error message.
- *Time commitment:**: A dropdown menu with a required field error message.
- Application Deadline:**: A date picker with a required field error message and a format hint 'Format: MM/DD/YYYY'.
- *Description:**: A rich text editor with a required field error message and a placeholder text 'Please provide a brief description about the project.'
- ☐ This is a virtual/remote project

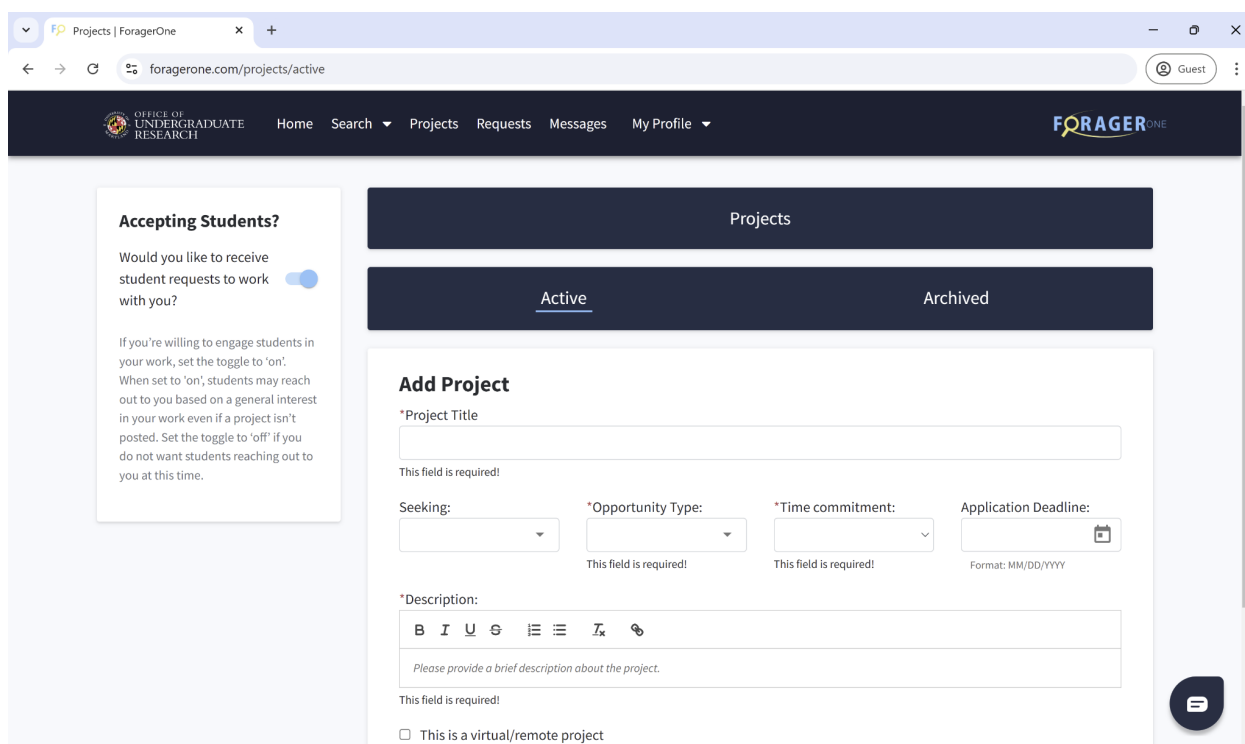
A dark blue sidebar on the right contains a chat icon.

9. Complete the description of the **Project**.

Note: ForagerOne can be used to collect students' application materials and communicate with applicants if you wish.

In the **Description** section, explicitly indicate if you do not want students to apply through ForagerOne. If opting out of using ForagerOne for student applications and communications, provide the alternative means students should apply (Google Form, email, etc).

Once you have completed the form, click the **Add Project** button.



Projects | ForagerOne

foragerone.com/projects/active

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Home Search Projects Requests Messages My Profile

FORAGERONE

Accepting Students?

Would you like to receive student requests to work with you?

If you're willing to engage students in your work, set the toggle to 'on'. When set to 'on', students may reach out to you based on a general interest in your work even if a project isn't posted. Set the toggle to 'off' if you do not want students reaching out to you at this time.

Projects

Active Archived

Add Project

*Project Title

This field is required!

Seeking: *Opportunity Type: *Time commitment: Application Deadline:

This field is required! This field is required! Format: MM/DD/YYYY

*Description:

Please provide a brief description about the project.

This field is required!

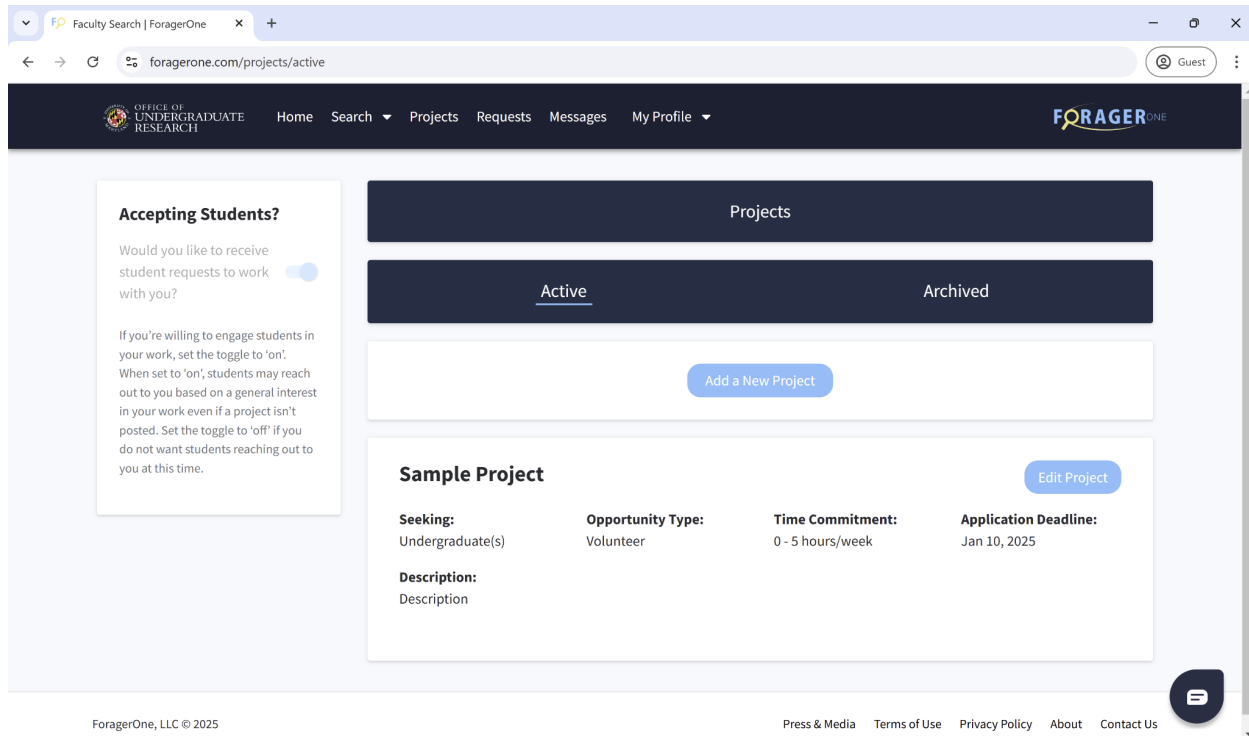
☐ This is a virtual/remote project



10. You will now return to your main **Projects** page.

If you have an additional **Project** for which you would like to recruit undergraduate students, click the **Add a New Project** button and share information following steps 8-9.

You can then repeat this process to add further **Projects** if you wish.



The screenshot shows the ForagerOne web application interface. The browser address bar displays 'foragerone.com/projects/active'. The navigation bar includes links for Home, Search, Projects, Requests, Messages, and My Profile. The main content area is titled 'Projects' and features tabs for 'Active' and 'Archived'. A blue button labeled 'Add a New Project' is visible. On the left, a sidebar titled 'Accepting Students?' contains a toggle switch and explanatory text. Below the tabs, a 'Sample Project' card displays the following information:

Seeking:	Opportunity Type:	Time Commitment:	Application Deadline:
Undergraduate(s)	Volunteer	0 - 5 hours/week	Jan 10, 2025
Description: Description			

The footer contains the text 'ForagerOne, LLC © 2025' and a row of links: Press & Media, Terms of Use, Privacy Policy, About, and Contact Us.



11. Unless you have indicated to students that they should contact you using a different platform, you will find student responses to your ForagerOne **Profile** or **Projects** by clicking the **Requests** tab.

Faculty Search | ForagerOne

foragerone.com/profile-edit

Guest

OFFICE OF UNDERGRADUATE RESEARCH

Home Search Projects **Requests** Messages My Profile

FORAGERONE

Faculty Name Edit Section See Public View

Title: Faculty Title
Departments: Other,

Accepting Students?
Indicate to students whether or not you are willing to engage them in your work. You may also post specific projects for students on the Projects page.

Seeking Collaborators?
Indicate if you are looking for other faculty/staff to join you on collaborative projects. You may also post specific projects for other faculty/staff on the Projects page.

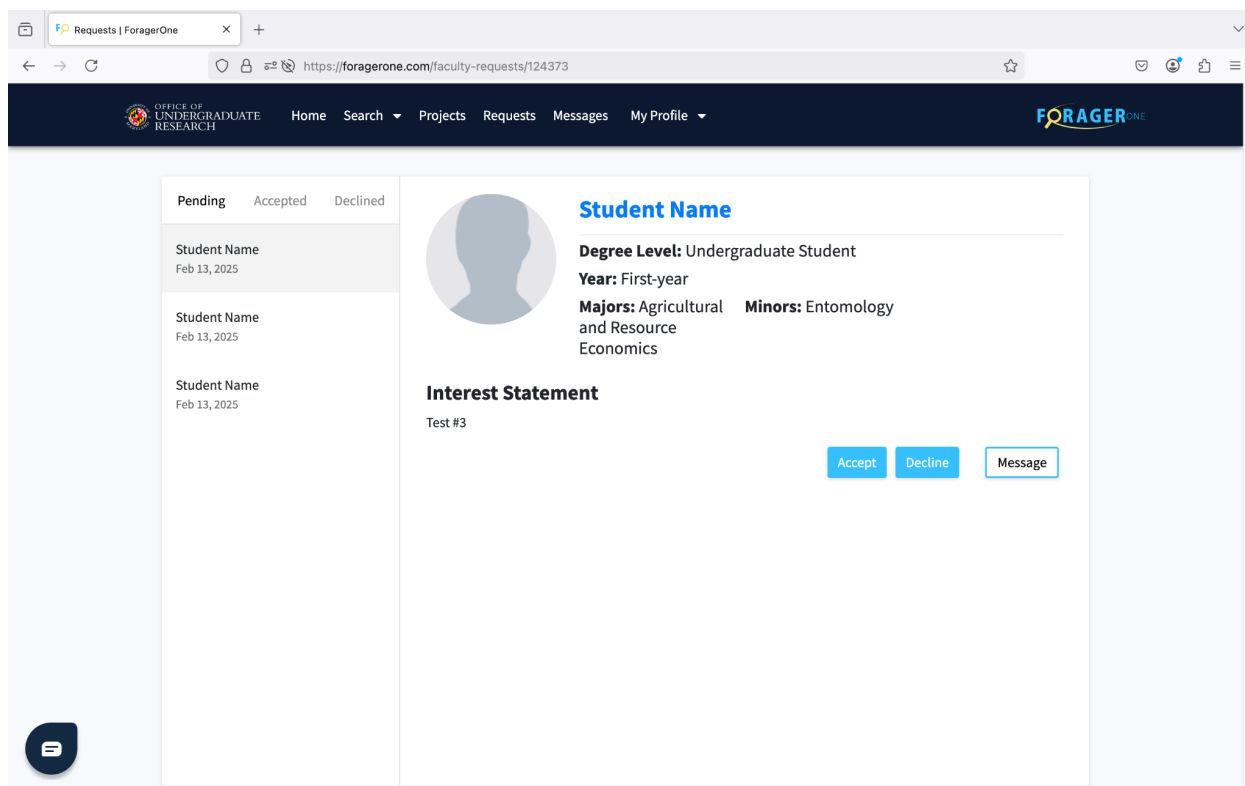
Supplemental Files
Use this section to upload files such as CVs, articles, and more.

File Name	Uploaded Date
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12. The names of students who have contacted you will be listed in the “Pending” column on the left. When you click on a given student’s name, you can view information from the student’s ForagerOne profile and a statement of interest in your work that they have prepared.

To contact a student to set up a conversation or ask questions, click the **Message** button.

Once you have determined whether a student is a good fit for your research group, you can click **Accept** to send them a message inviting them to join the group (which will move them to the “Accepted” column) or **Decline** to send them a message indicating that they are not a good fit (which will move them to the “Declined” column). To avoid confusion, the text of your message should explicitly indicate to the student what your decision is.



The screenshot shows a web browser window with the URL <https://foragerone.com/faculty-requests/124373>. The page header includes the University of Maryland logo and navigation links: Home, Search, Projects, Requests, Messages, and My Profile. The main content area is divided into two sections. On the left, there is a table with three columns: Pending, Accepted, and Declined. The 'Pending' column contains three entries, each with a student name and the date 'Feb 13, 2025'. On the right, there is a detailed profile for a student. The profile includes a placeholder for a profile picture, the student's name, and their degree level (Undergraduate Student), year (First-year), majors (Agricultural and Resource Economics), and minors (Entomology). Below the profile information is an 'Interest Statement' section with the text 'Test #3'. At the bottom right of the profile section, there are three buttons: 'Accept', 'Decline', and 'Message'.