

Accessing the CIM System

Updated: November 7, 2014

MSU has a new online process for managing course and program changes. The Course Inventory Management software, or CIM (pronounced Kim) is now available for:

- Proposing a new course
- Changing the characteristics of an existing course
- Proposing a new program (i.e., major, minor, option, or certificate)
- Modifying an existing program

CIM is connected to the catalog management software, CourseLeaf, so that course and program changes are automatically reflected in the next MSU catalog, both online and print versions.

This document is intended to provide information on how to access the CIM system.

This is part of a set of instructional materials related to the CIM (Course Inventory Management) system

• Accessing the CIM System

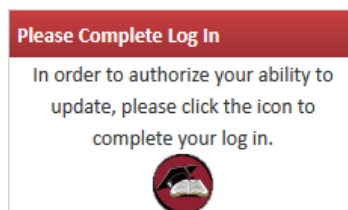
- Proposing a New Course using CIM
- Changing an Existing Course Using CIM
- Proposing a New Program using CIM
- Changing an Existing Program Using CIM
- Approving a New Course (or Program) Using CIM

Access Points

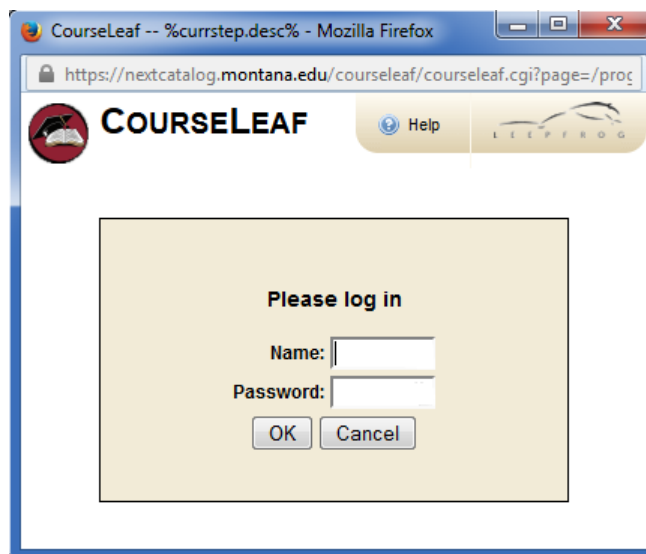
There are multiple ways to access the CIM system, depending on the task you are trying to accomplish. The various links are summarized below.

Task	Link
<i>Propose a new course</i>	https://nextcatalog.montana.edu/courseadmin/
<i>Change an existing course</i>	Options: <ul style="list-style-type: none">• Access through the Next MSU Catalog<ul style="list-style-type: none">◦ https://nextcatalog.montana.edu/• Access through CIM<ul style="list-style-type: none">◦ https://nextcatalog.montana.edu/courseadmin/
<i>Propose a new program</i>	https://nextcatalog.montana.edu/programadmin/
<i>Modify an existing program</i>	https://nextcatalog.montana.edu/

No matter how you access CIM, you will be asked to log in (unless you have already logged in to the CourseLeaf catalog management system.) If you need to log in to CIM, you will see a display box something like this:



Click the red circle icon to display the log in dialog (shown below) and begin the log in process.



Use your MSU NetID and password (the same ID and password you use to log onto an MSU computer) to access CourseLeaf.

Authorized CourseLeaf and CIM Users

Who has been authorized to use CIM?

- Anyone who has used the CourseLeaf program to manage the contents of the MSU catalog is also authorized to use the CIM system (both are CourseLeaf products and use the same authorization protocols).
- All faculty (tenure-track and non-tenure-track) have been granted access to CIM.
- All members of the various department, college, and university curriculum committees have been included in the CIM access database.
- All department heads and deans have been included in the CIM access database.

That said, we routinely discover individuals who cannot log in to the CIM system. If you cannot access CIM or CourseLeaf, contact Keely Holmes (keeley.holmes@montana.edu) in the Provost's Office. She can check the database and add grant you access if necessary.

If you have questions about CIM, please contact one of the following individuals.

Tony Campeau
Associate Registrar
tcampeau@montana.edu

Ron Larsen
Associate Provost
ronl@montana.edu