# CIM:
LOGGING IN & OUT

To access the Curriculum Inventory Management (CIM) databases, navigate to www.uwlax.edu/records and select Faculty/staff resources > Curriculum Resources>Introduction in the left hand navigation bar (http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/introduction). Scroll down to page. Click the **Course Form** or the **Umbrella Topic Forms** icons to begin any course proposals. Click the **Program Form** icon to begin any program proposals.

Once the direct button is clicked, users will be asked to enter their UWL username and password in order to login to CIM's secured sites.

After you entered your network username and password once, you will see the below image, which is a secondary authentication by the system. Click the icon in the middle to finish the login process.
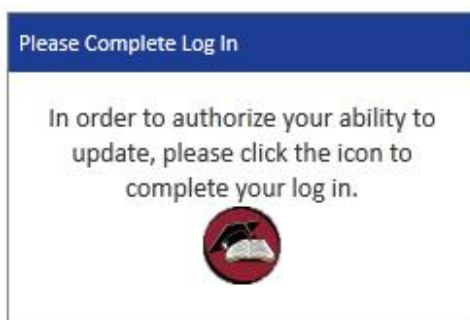
Tip: You can cut and paste the direct links below into your browser and then bookmark them for future use.
Courses: https://uwlnextcat.courseleaf.com/courseadmin/
Programs: https://uwlnextcat.courseleaf.com/programadmin/

After logging in, the user will see the Course Inventory Management page (or the Program Management page depending on the form selected).

or

Logging out
Close all windows and instances of your browser in order to log out. There is no "logout" button.

For tips on how to edit, click on the "Help" button (Help ?) at the top right corner of the Course or Program Management screens. Or refer to the other help documents on http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/. Or contact the curriculum administrators in the Records and Registration office for curriculum@uwlax.edu.