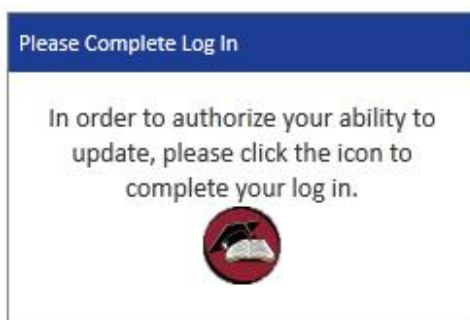


Records and Registration's CIM: LOGGING IN & OUT

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).

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Course Inventory Management

Help

Welcome to UWL's curriculum inventory management (CIM) system. Use this tool to search edit, add, and deactivate courses.

The system can search by Course Code (the course prefix and/or catalog number) or by words in the Title. If searching by the title, use an asterisk (*) in the search box as a wildcard. For example, MATH* will find every course that starts with "MATH". *MATH will find every course title that ends with "MATH". *MATH* will find every course that has MATH included in the title. The Quick Searches function provides a list of predefined search categories to use.

Umbrella Topics: Are you adding or scheduling a topic for an umbrella course? The CIM Umbrella Topic Form is currently under development. For the time being, please use the [UWL Umbrella Topic Form](#) to submit topics for approval. See the form for directions on how to submit.

If you have any questions, please contact the UWL Curriculum Team at curriculum@uwlax.edu or call 785-8577.

<input type="text"/>	<input type="button" value="Search"/>	- OR -	<input type="button" value="Propose New Course"/>	Quick Searches... <input type="button" value="v"/>	
Course Code	Title		Workflow	CIM Status	PS Status

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Program Management



Help

Welcome to UWL's curriculum inventory management (CIM) system. Use this tool to search edit, add, and deactivate programs and policies.

The system can search by Program Code (the code used in WINGS, e.g., MTH.BA) or by words in the Title. If searching by the title, use an asterisk (*) in the search box as a wildcard. For example, MATH* will find every program that starts with "MATH". *MATH will find every program title that ends with "MATH". *MATH* will find every program that has MATH included in the title. The Quick Searches function provides a list of predefined search categories to use.

Multiple degree types: If the current major offers both a B.A. and a B.S., only one program code appears in the search but that code covers both degrees. The B.A. option is typically the code used. But both types are in the system and will be updated at the same time because they share the major's curriculum.

If you have any questions, please contact the UWL Curriculum Team at curriculum@uwlax.edu or call 785-8577.

<input type="text"/>	<input type="button" value="Search"/>	- OR -	<input type="button" value="Propose New Program"/>	<input type="text" value="Quick Searches..."/>	
Program Code	Title			Workflow	Status

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.