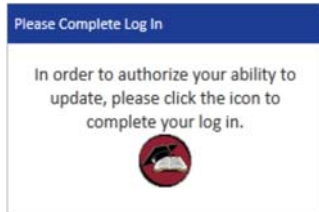


COURSELEAF — CIM Quick Reference Guide

Program Admin Users

Getting Logged In

1. Navigate to <http://nextcatalog.umkc.edu/programadmin> using the Firefox browser
2. Use your UMKC SSO log in name and password to log in
3. Please complete log in by clicking the icon as displayed in the image below:



How to Search for a Program

1. Follow the steps to navigate to CIM and log in as found on the Getting Logged In section above.
2. In the search field located on the top left of the CIM window, type in the program name.
3. Select "Search" or press the Enter key.
4. Select the desired program in order for more information specific to that program to appear below the results section.
5. A quick search may be performed by using the drop down menu located on the top right corner of the CIM window. Select a category that you wish to filter your search results by and they will appear below the search field in the results.

How to Edit a Program

1. Select the program that you wish to edit from the search results window.
2. Select 'Edit Program' from the CIM window. This will prompt a Program Inventory editing window to open. The form or fields will be pre-populated with text.
3. Complete each field on the form and then select one of the following:
 - **'Save Changes'** to save any changes that have been made and come back to the form at a later time to complete. This does not submit the proposed changes to workflow and will allow you to save without filling out all of the required fields. *Note: You may save often to avoid losing any of your work.*
 - **'Save & Submit'** to save and submit all changes to workflow for review and approval. All required fields must be filled out before the proposal can be submitted for approval. The proposal will go to the next person in the approval process of workflow. The next user in workflow will be sent an automated email to notify them that they can now review, edit, approve, or reject the proposal.
 - **'Cancel'** to not save any changes and return to the previous window.

How to Propose a New Program

1. Select the green 'Propose New Program' button located just to the right of the 'Search' button. This will prompt a Propose New Program or New Program Proposal form to load.
2. Complete each field on the form and then select one of the following*.
 - **'Save Changes'** to save any changes that have been made and come back to the form at a later time to complete. This does not submit the proposed changes to workflow and will allow you to save without filling out all of the required fields. *Note: You may save often to avoid losing any of your work.*
 - **'Save & Submit'** to save and submit all changes to workflow for review and approval. All required fields must be filled out before the proposal can be submitted for approval. The proposal will go to the next person in the approval process of workflow. The next user in workflow will be sent an automated email to notify them that they can now review, edit, approve, or reject the proposal.
 - **'Cancel'** to not save any changes and return to the previous window.

**Please see the full CourseLeaf User Guide located within the system help menu for details about building course lists.*

<https://help.courseleaf.com/cim/>