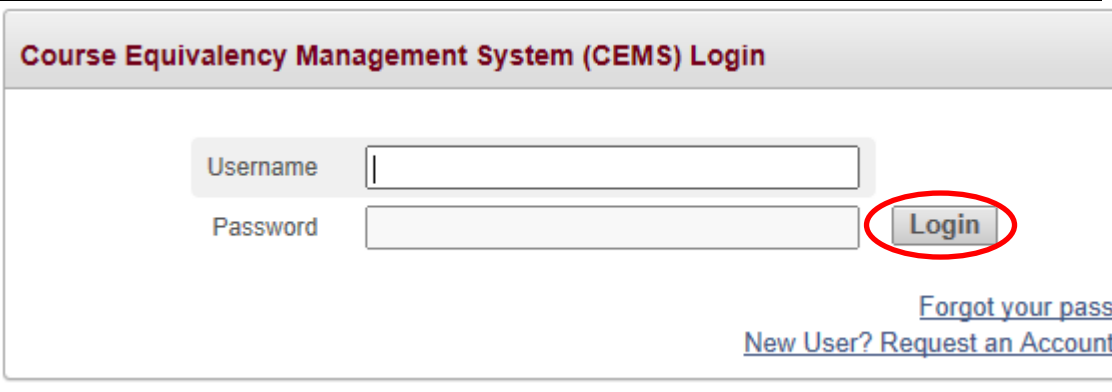

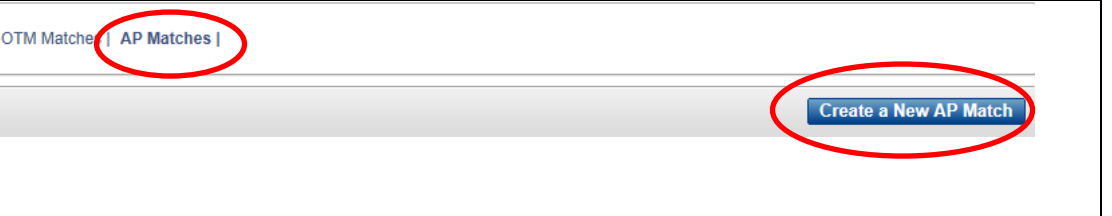
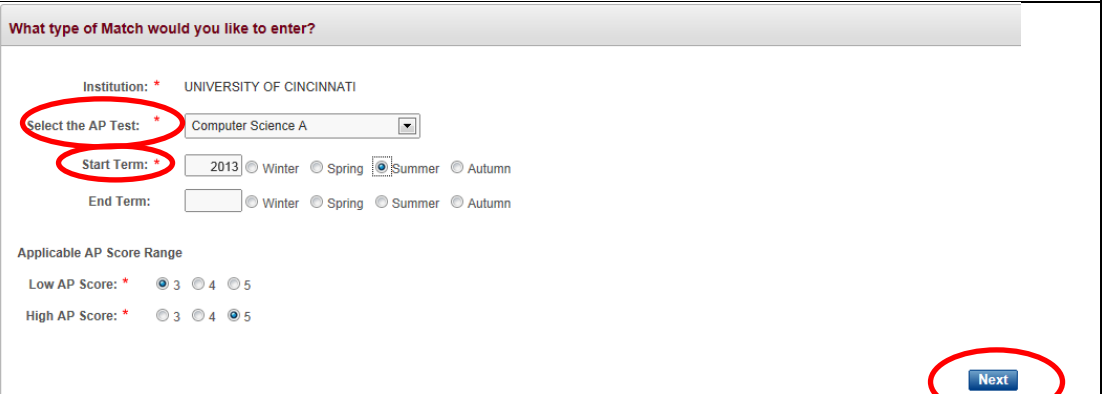


Course Equivalency Management System

How to Create a New Advanced Placement (AP) Match

<p>Step 1: Go to https://cems.regents.ohio.gov. Enter your username and password assigned to you by your Institutional or OBR Coordinator.</p>	 <p>Course Equivalency Management System (CEMS) Login</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Login</p> <p>Forgot your pass New User? Request an Account</p>
<p>Step 2: Click on the “Matches” button from the main navigation bar located at the top of the page.</p>	 <p>HOME COURSES MATCHES</p> <p> Homepage Faculty Matches </p>
<p>Step 3: First, click on the “AP Matches” under the sub-navigation bar, then click on “Create a New AP Match” button on the right of the page.</p>	 <p>OTM Matches AP Matches </p> <p>Create a New AP Match</p>
<p>Step 4: This is a 3 step process. The first is to select the AP Test, Start Term, and appropriate AP Score(s). Ensure that all areas marked with a red* are filled out. When finished, click on the “Next” button on the lower right of the page.</p>	 <p>What type of Match would you like to enter?</p> <p>Institution: * UNIVERSITY OF CINCINNATI</p> <p>Select the AP Test: * Computer Science A</p> <p>Start Term: * 2013 <input type="radio"/> Winter <input type="radio"/> Spring <input checked="" type="radio"/> Summer <input type="radio"/> Autumn</p> <p>End Term: <input type="text"/> <input type="radio"/> Winter <input type="radio"/> Spring <input type="radio"/> Summer <input type="radio"/> Autumn</p> <p>Applicable AP Score Range</p> <p>Low AP Score: * <input checked="" type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p> <p>High AP Score: * <input type="radio"/> 3 <input type="radio"/> 4 <input checked="" type="radio"/> 5</p> <p>Next</p>

Step 5: Select the course (if any) that will be used for the match. Courses can be identified from the list or found using the Course Look-Up box. Identified courses should be shuttled to the **right** by double-clicking on the course or by a right arrow button. Other credits can also be added as indicated. When finished, click on the “Next” button on the lower right of the page.

What courses will you be using?

Course Look-Up:

Courses: *

15 ENGL 2034 - Department of English	
15AFAM101 - INTRO TO AFAM STUD	
15ANTH101 - Cultural Anthropology	
15ANTH102 - 15ANTH102	
15ANTH103 - CULTURAL ANTHROPOL	
15ANTH104 - 15ANTH104	
15ANTH105 - 15ANTH105	
15ANTH106 - Biological Anthropology	
15ANTH201 - 15ANTH201	
15BIOL101 - Biology I	

Other Credit Awarded

[Add/Edit Other Credits to Award](#)

Step 6: The final step is to review the Match. Each area should be reviewed for accuracy and can be edited from this page without having to use the “back” button by using the “Edit” button on the right of each item.

Review Match

Match Details

Institution: **UNIVERSITY OF CINCINNATI**
Start Term: **SM2013**
End Term: **Not Entered**
Ap **Computer Science A**
Score Range **3 - 5**

Courses

No courses specified

Additional Requirements

No additional requirements specified

If additional comments are desired, they can be entered at the bottom of the page.

Comments:

Save as Draft
 Save and Submit to Institution Coordinator

There are two options after review is complete, either to “Save as Draft” or “Save and Submit to Institution Coordinator”. Choose the appropriate option and click on the “Submit” button at the bottom of the page to save the Match.

If an error is encountered, be sure to review the message and the Match itself to ensure all requirements are being met.