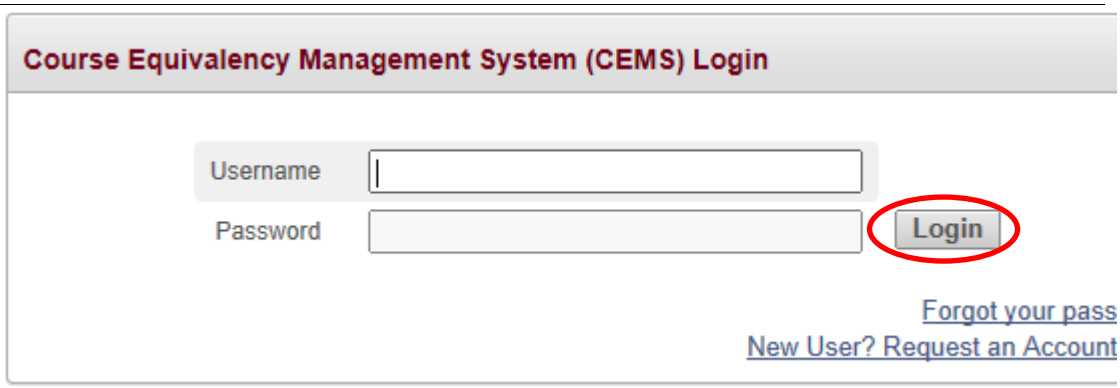
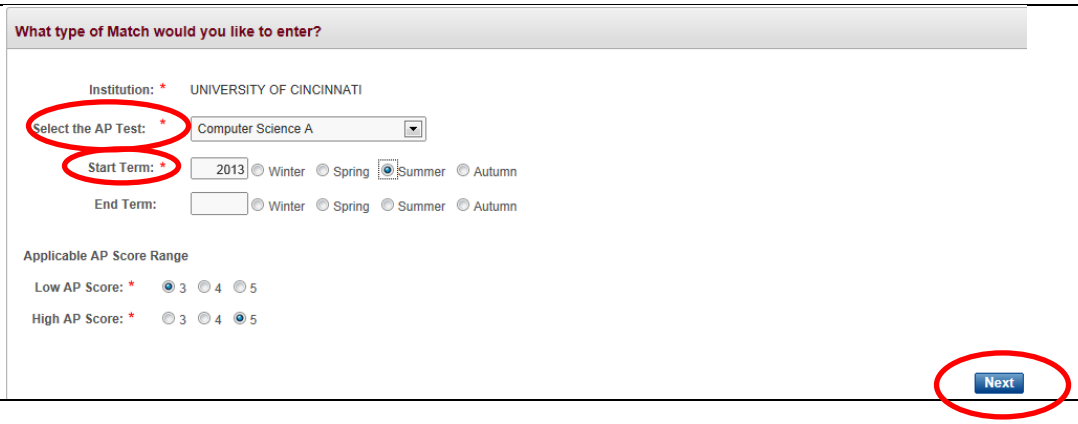
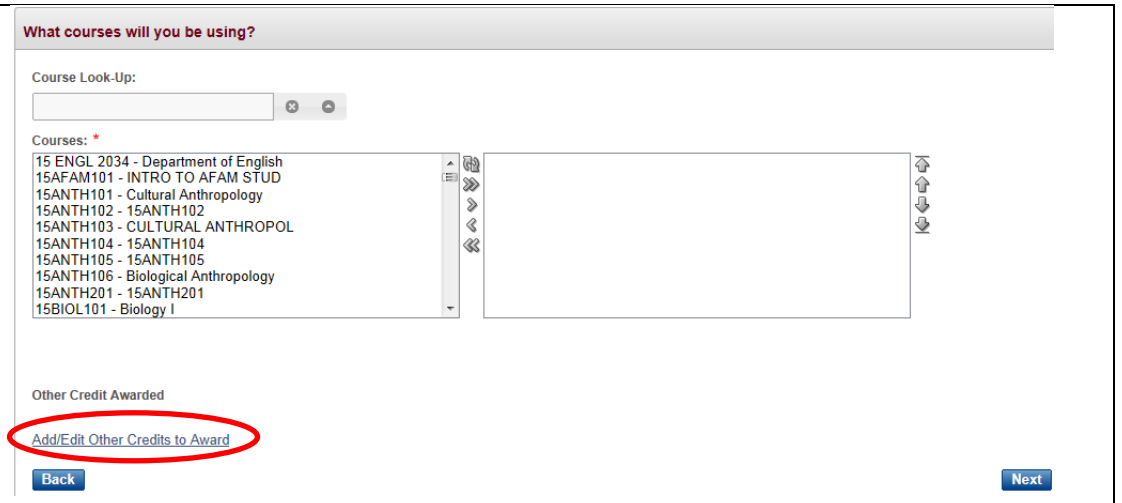
Course Equivalency Management System

How to Create a New Advanced Placement (AP) Match

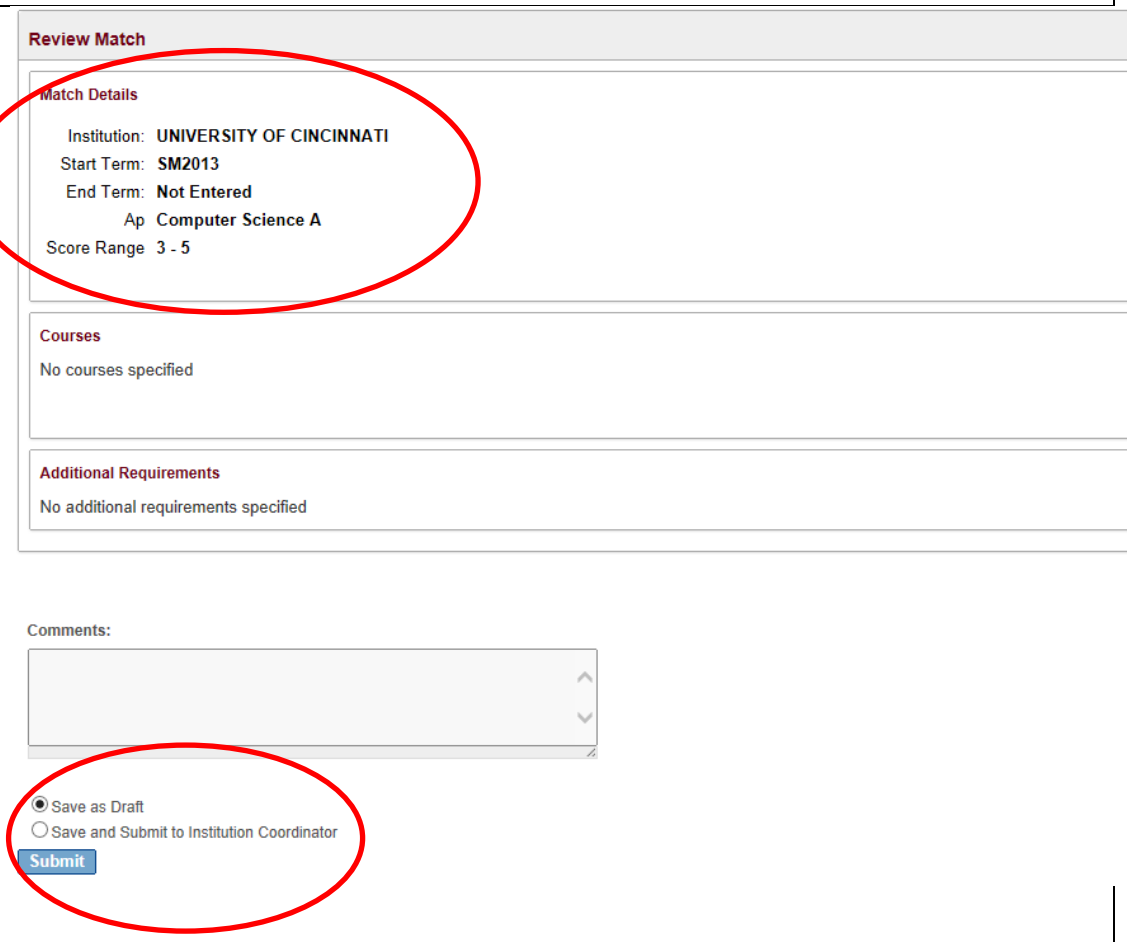
Step 1: Go to https://cems.regents.ohio.gov. Enter your username and password assigned to you by your Institutional or OBR Coordinator.	
Step 2: Click on the "Matches" button from the main navigation bar located at the top of the page.	
Step 3: First, click on the "AP Matches" under the sub-navigation bar, then click on "Create a New AP Match" button on the right of the page.	
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.	

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.



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.

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

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 itselt to ensure all requirements are being met.