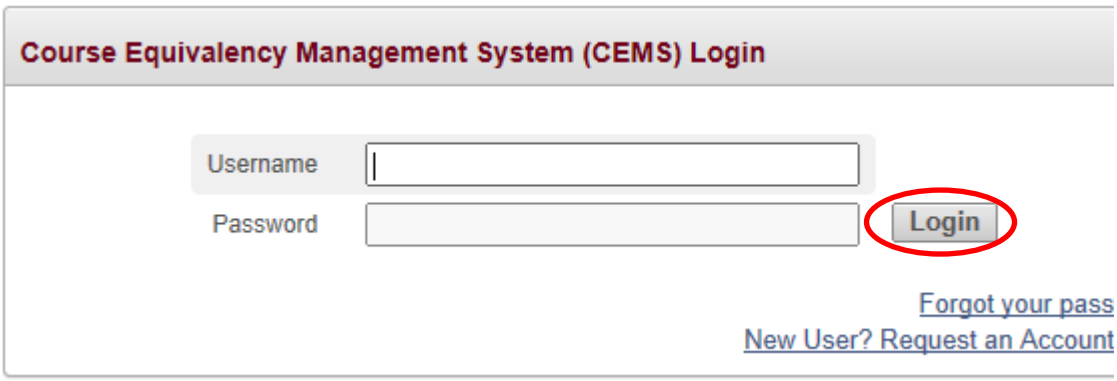
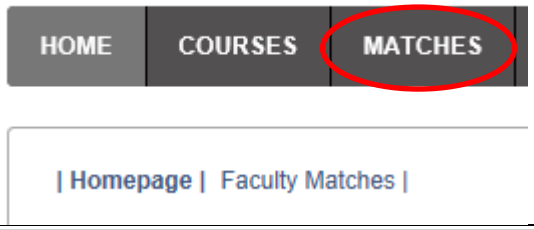
Course Equivalency Management System

How to Create a TAG Match

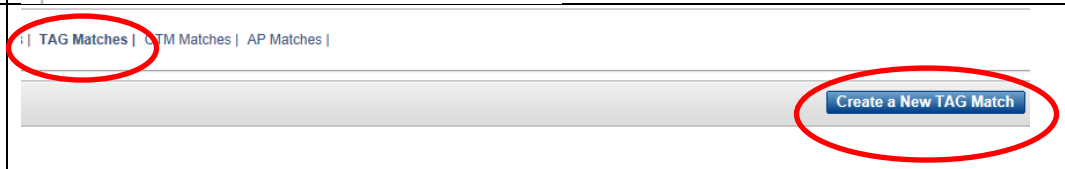
Step 1: Go to https://cems.regents.ohio.gov. Enter your username and password assigned to you by your Institutional or OBR Coordinator.



Step 2: Click on the "Matches" button from the main navigation bar located at the top of the page.

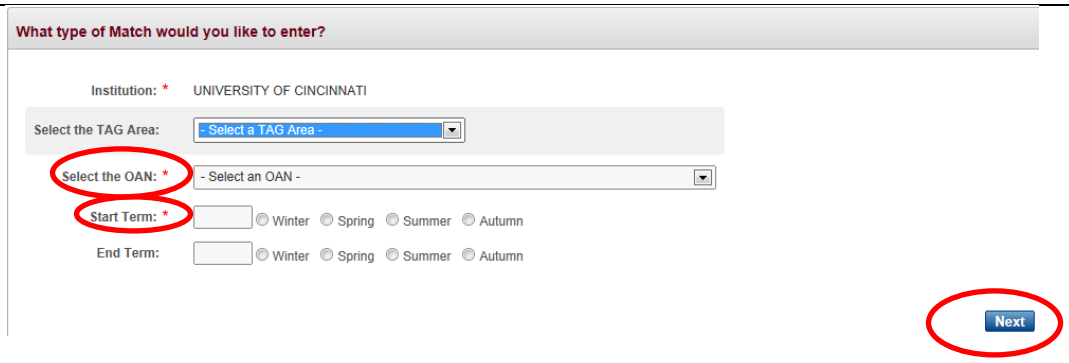


Step 3: First, click on the "TAG Matches" under the sub-navigation bar, then click on "Create a New TAG Match" button on the right of the page.



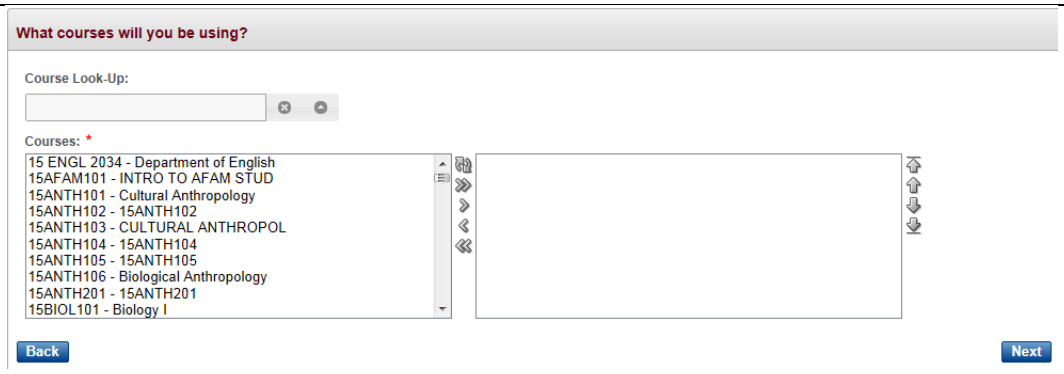
Step 4: This is a 5 step process.

First, enter the TAG Area, the OAN, and Start Term. 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: Enter the course(s) that will be used for the match. There may be multiple courses that need to be linked to the match.

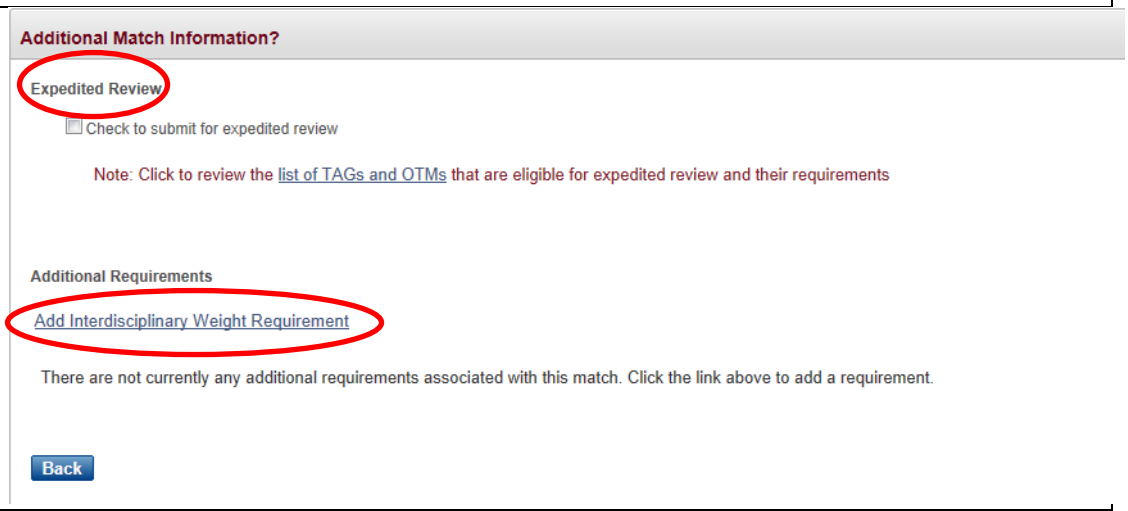
Courses can be identified from the list or found using the Course Look-Up box. Identified courses are to be shuttled to the **right**.



When finished, click on the "Next" button on the lower right of the page.

Step 6: Enter any additional information such as credit hour weight distribution for interdisciplinary courses. Select "Add Interdisciplinary Weight Requirement" if applicable.

Otherwise, when finished, click on the "Next" button on the lower right of the page.

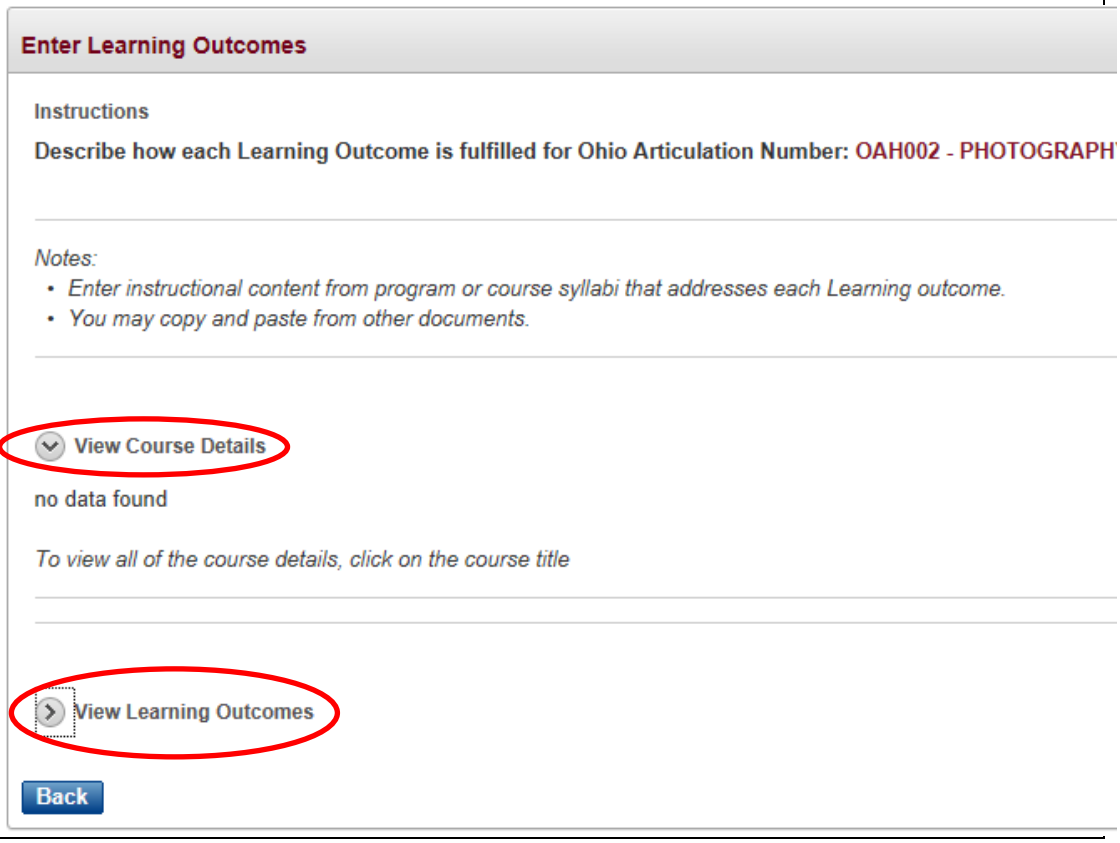


Step 7: Click on "View Learning Outcomes" to see the requirements.

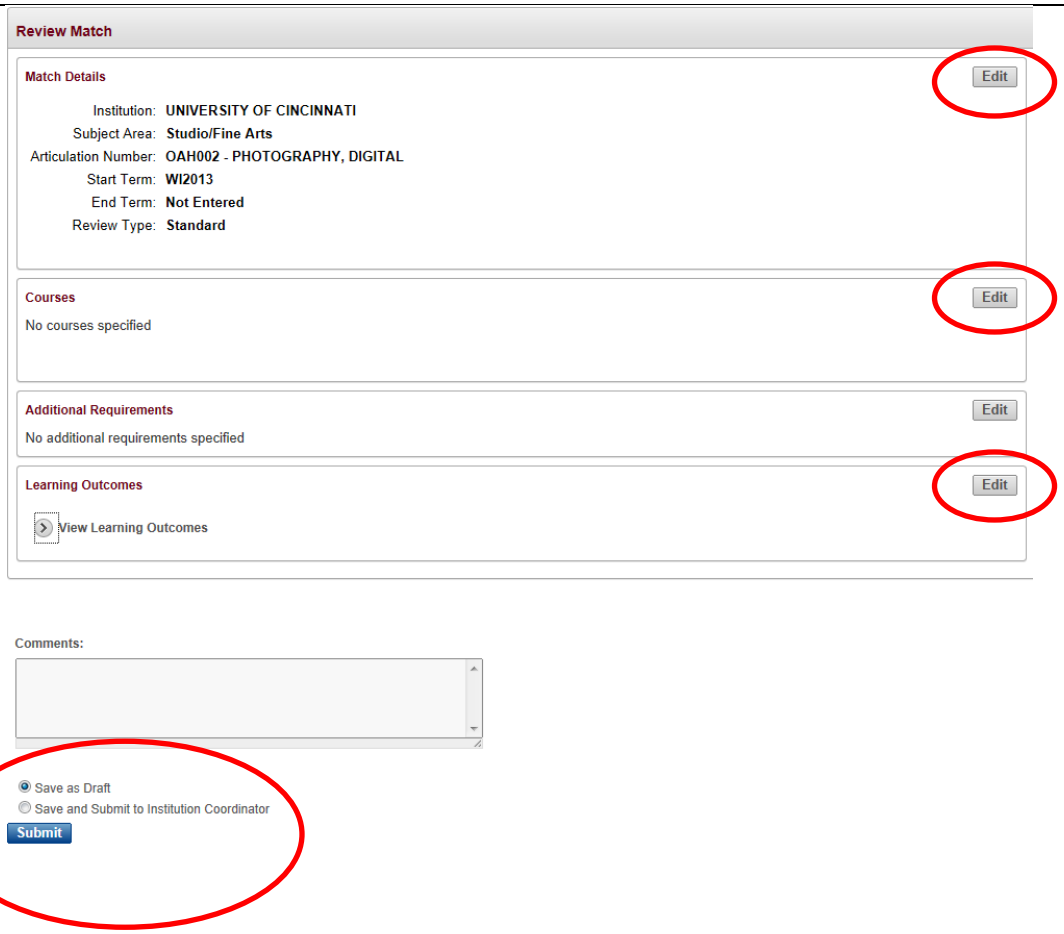
Enter a description of how students meet each learning outcome. Use the "Add" button to enter each learning outcome description.

Essential Learning outcomes are marked with a large red *.

When finished, click on the "Next" button on the lower right of the page.



Step 8: 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. Simply use 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 or complete the Match.