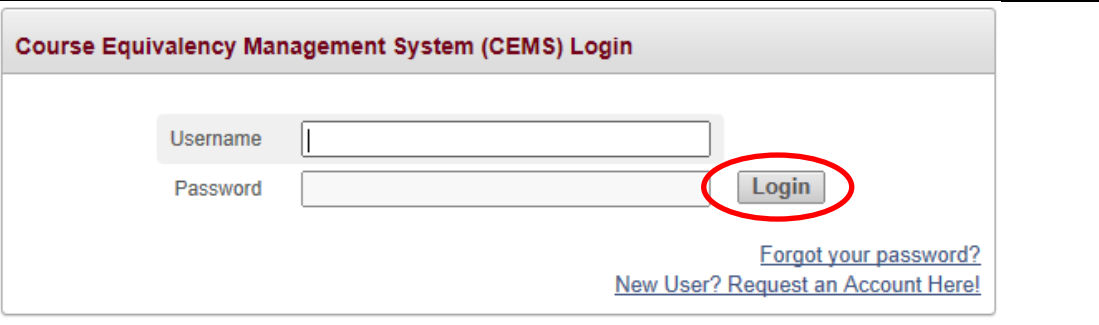
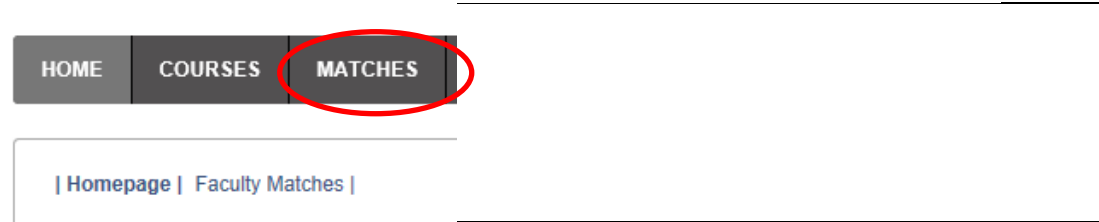
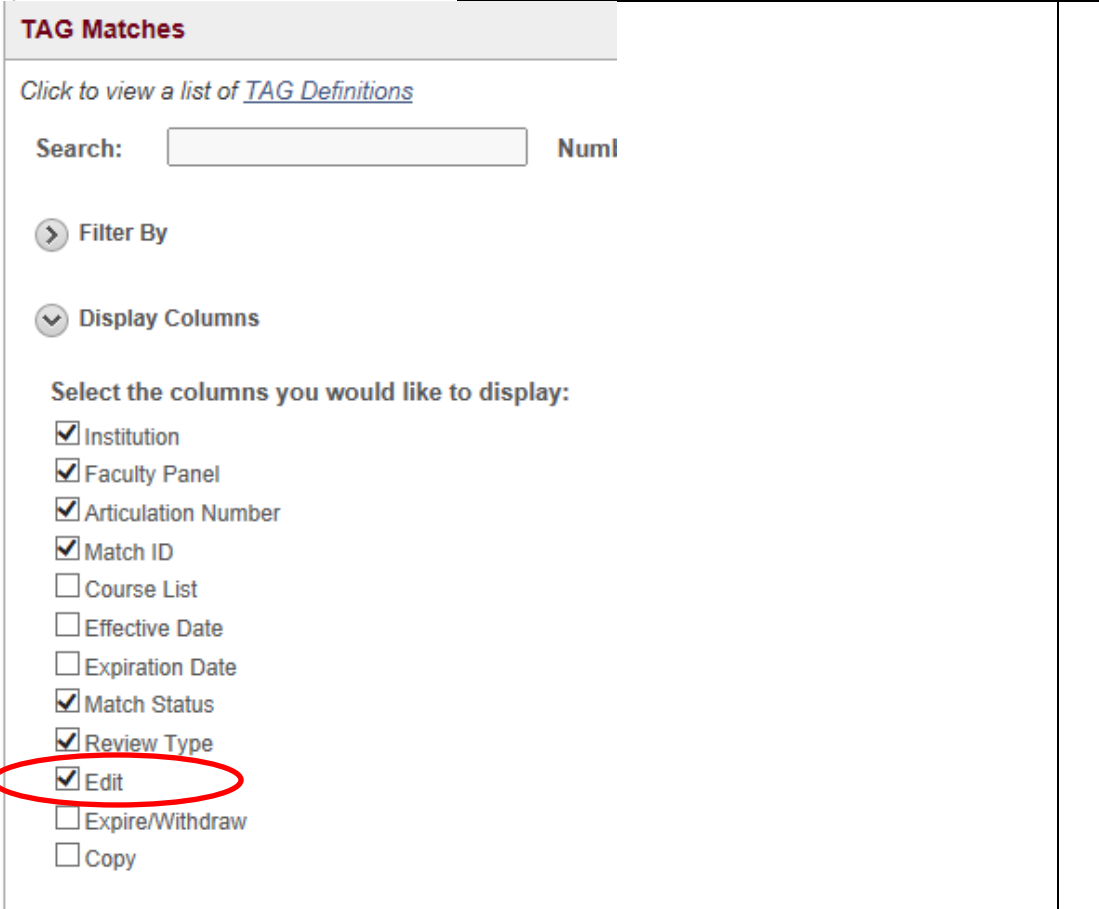


Course Equivalency Management System

How to Edit a 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"/> Login</p> <p>Forgot your password? New User? Request an Account Here!</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 4: “Edit” Column should be listed next to all of the matches. If it doesn’t appear, follow the steps below:</p> <p>Next, scroll down and expand the Display Columns section.</p> <p>Click on the “Edit” in order to show the Edit column beside each match.</p> <p>The Match can then be searched in the box shown in order to bring up the correct and more precise Match to be edited.</p>	 <p>TAG Matches</p> <p>Click to view a list of TAG Definitions</p> <p>Search: <input type="text"/> Num1</p> <p>> Filter By</p> <p>▼ Display Columns</p> <p>Select the columns you would like to display:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Institution<input checked="" type="checkbox"/> Faculty Panel<input checked="" type="checkbox"/> Articulation Number<input checked="" type="checkbox"/> Match ID<input type="checkbox"/> Course List<input type="checkbox"/> Effective Date<input type="checkbox"/> Expiration Date<input checked="" type="checkbox"/> Match Status<input checked="" type="checkbox"/> Review Type<input checked="" type="checkbox"/> Edit<input type="checkbox"/> Expire/Withdraw<input type="checkbox"/> Copy

Step 5: Once the Match has been located, click on the unlock icon under the Edit column to edit the desired Match.

[Click to view a list of TAG Definitions](#)

Search: Number of Results to Display:

Search Results

Match ID	Institution	Faculty Panel	Articulation Number [▲]	Status	Review Type	Edit	Edit
15201	OHIO UNIVERSITY	STUDIO/FINE ARTS	OAH001	DR	Standard		

1 - 1

Step 6: Make necessary changes to reflect the desired outcomes.

Expand the Courses, Learning Outcomes, and Additional Requirements to ensure all the changes.

In order to change the course content or replace a document for the course, "Edit a Course" process needs to be followed. See a separate guide for "Edit a Course".

When finished, click on the "Save" button on the bottom left.

Match Submission

[Match Status History](#)

Match Details

Institution: *

Review Type: * Standard Expedited

Start Term: * Winter Spring Summer Autumn

End Term: Winter Spring Summer Autumn

TAG Area/Panel: *

OAN: *