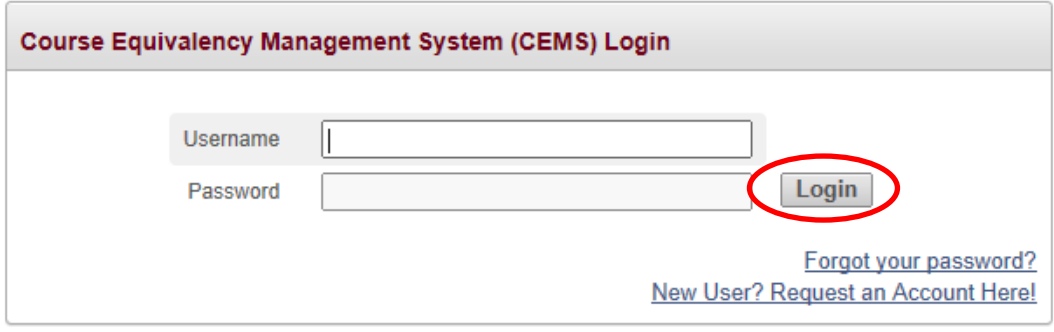





# Course Equivalency Management System

## How to Expire an Approved Match

<p><b>Step 1:</b> Go to <a href="https://cems.regents.ohio.gov">https://cems.regents.ohio.gov</a>. 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"/> <b>Login</b></p> <p><a href="#">Forgot your password?</a> <a href="#">New User? Request an Account Here!</a></p>
<p><b>Step 2:</b> Click on the “Matches” button from the main navigation bar located at the top of the page.</p>	 <p>HOME COURSES <b>MATCHES</b></p> <p>  Homepage   Faculty Matches  </p>
<p><b>Step 3:</b> First, click on the appropriate Match Type (CTAG, TAG, OTM, AP) under the sub-navigation bar.</p>	 <p>  TAG Matches   OTM Matches   AP Matches  </p> <p><a href="#">Create a New TAG Match</a></p>
<p><b>Step 4:</b> Next, scroll down and expand the Display Columns section.</p> <p>Click on the “Expire/Withdraw” in order to show the Expire/Withdraw 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 expired.</p>	 <p><b>TAG Matches</b></p> <p><a href="#">Click to view a list of TAG Definitions</a></p> <p><b>Search:</b> <input type="text"/> Numl</p> <p>Filter By</p> <p><b>Display Columns</b></p> <p>Select the columns you would like to display:</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Institution</li><li><input checked="" type="checkbox"/> Faculty Panel</li><li><input checked="" type="checkbox"/> Articulation Number</li><li><input checked="" type="checkbox"/> Match ID</li><li><input type="checkbox"/> Course List</li><li><input type="checkbox"/> Effective Date</li><li><input type="checkbox"/> Expiration Date</li><li><input checked="" type="checkbox"/> Match Status</li><li><input checked="" type="checkbox"/> Review Type</li><li><input checked="" type="checkbox"/> Edit</li><li><input type="checkbox"/> <b>Expire/Withdraw</b></li><li><input type="checkbox"/> Copy</li></ul>

**Step 5:** Locate the Match that needs to be expired.

Click on the Expire/Withdraw icon in the Match that needs to be expired in order to generate an expiration request.

If a pop-up doesn't appear, check the pop-up blocker setting in the Browser.

**Search Results**

Match ID	Institution	Faculty Panel	Articulation Number	Status	Review Type	Edit	Expire / Withdraw
20433	UNIVERSITY OF CINCINNATI	BUSINESS	OBU001	DR	Standard		
20502	UNIVERSITY OF CINCINNATI	CRIMINAL JUSTICE	OSS033	DR	Standard		
10881	UNIVERSITY OF CINCINNATI	GEOGRAPHY	OSS026	AP	Standard		
10882	UNIVERSITY OF CINCINNATI	HISTORY	OHS010	AP	Standard		
10883	UNIVERSITY OF CINCINNATI	JOURNALISM	OCM011	AP	Standard		
10884	UNIVERSITY OF CINCINNATI	PHILOSOPHY	OAH046	AP	Standard		
10887	UNIVERSITY OF CINCINNATI	SOCIOLOGY	OSS024	AP	Standard		

**Step 6:** Fill out the Expiration Request. Ensure that comments are entered to facilitate the request to the OBR Coordinator.

When finished, click on the "Save" button on the bottom left of the pop-up to submit or click on the "x" on the upper right hand corner to cancel.

**Create Expiration Request**

## Expiration Request

- Please enter the year and term for which this Match will terminate.
- Please note that the Termination Term needs to be approved by the OBR

**Match Details**

Match: 10883 - INTRODUCTION TO PHOTO JOURNALISM (OCM011)

Effective Term: AU2007

Current Expiration Term: SM2012

Requesting Expiration Term:   Winter  Spring  Summer  Autumn

Comments/Reasons for Expiration:

**Save**

**Step 7:** An expiration request submission message will appear if an expiration request was submitted successfully.

**Create Expiration Request**

**Expiration request submitted successfully**