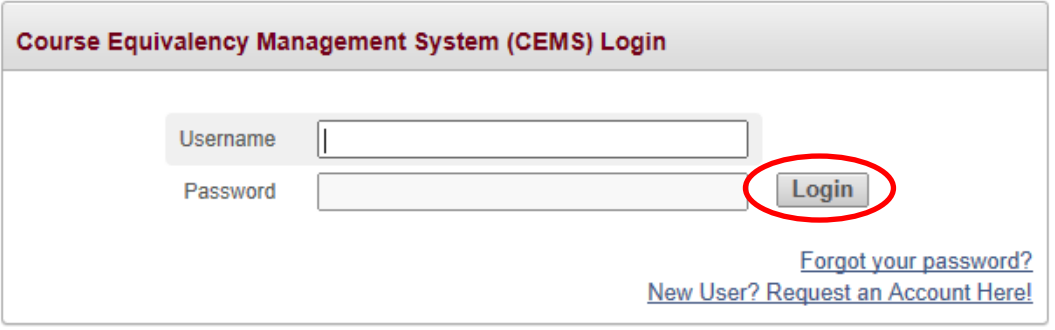
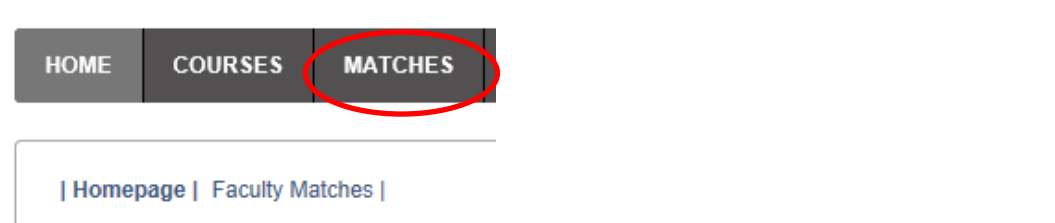

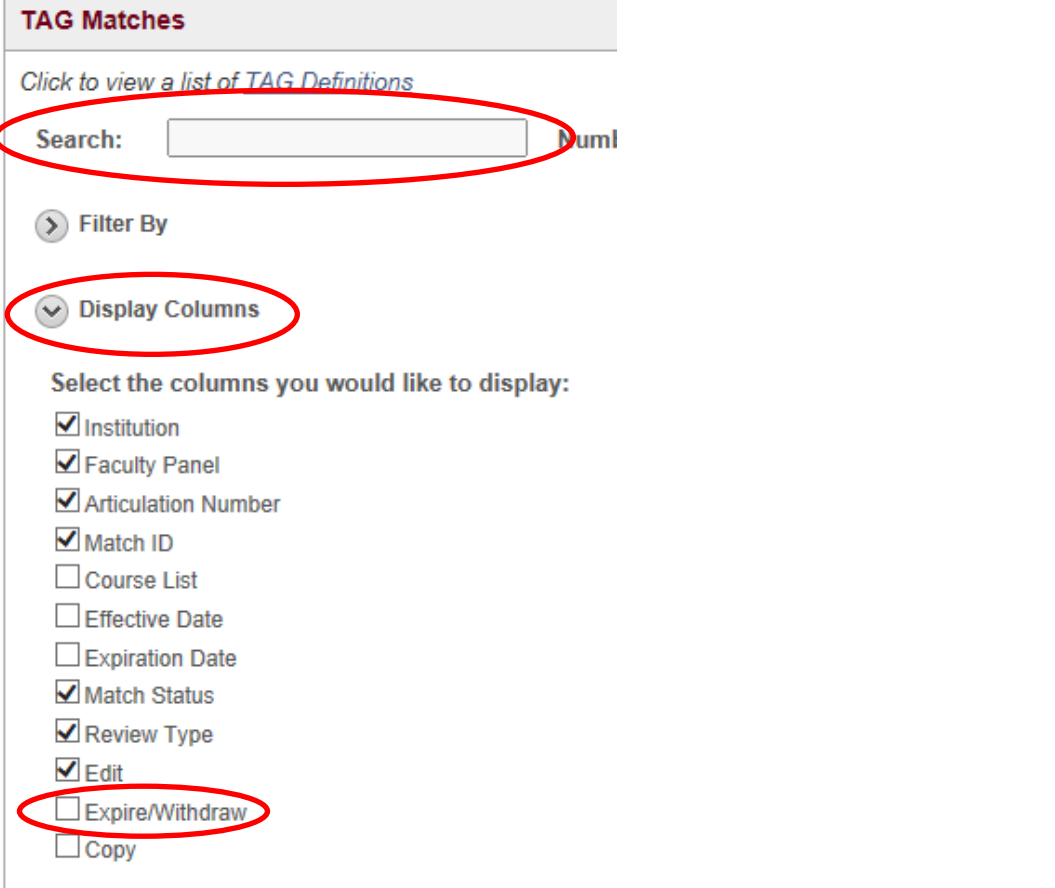


# Course Equivalency Management System

## How to Withdraw a 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 withdraw.</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 you would like to withdraw.

Then, click on the icon (down arrow) in that Match row to generate a withdrawal request. A pop-up will be generated. Don't forget to disable the pop-up blocker for this site.

Withdrawal option is used for all of the submissions that are not in approval status. Expiration option is used for those in approval status.

**Step 6:** Fill out the comment box with the reason for withdrawal.

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

Display Columns

Select the columns you would like to display:

- Institution
- Faculty Panel
- Articulation Number
- Match ID
- Course List
- Effective Date
- Expiration Date
- Match Status
- Review Type
- Edit
- Expire/Withdraw
- Copy

Search Results

Match ID	Institution	Faculty Panel	Articulation Number	Status	Review Type	Edit	Expire/Withdraw	Edit
11668	CENTRAL STATE UNIVERSITY	STUDIO/FINE ARTS	OAH001	DR	Standard			
15201	OHIO UNIVERSITY	STUDIO/FINE ARTS	OAH001	DR	Standard			
13979	CENTRAL STATE UNIVERSITY	STUDIO/FINE ARTS	OAH003	DR	Standard			
15202	OHIO UNIVERSITY	STUDIO/FINE ARTS	OAH003	DR	Standard			

Withdraw Match

### Withdraw a Match

Match Details

Match ID: 11668  
Institution: CENTRAL STATE UNIVERSITY  
Begin Term: AU2011  
End Term:  
TAG / Panel Area: STUDIO/FINE ARTS  
OAN: OAH001 - BASIC DRAWING  
Match Status: Draft

Enter Comments/Reasons for Withdrawing this Match:

Withdraw