## Starting a New Program Proposal

- I. Go to https://clss.ccri.edu/programadmin/
- 2. Log on with your CCRI username and password.
- 3. Click the green Propose New Program button, which will prompt a new window to open.

## Program Management

Search, edit, add, and inactivate programs.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the F Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

Search	□ History - OR -	Propose New Program

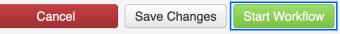
4. Complete all required fields (outlined in red) and unrequired fields (not outlined in red) before submitting your proposal. CIM forms are dynamic, so fields open and close based on selections you make early in the form. Refer to the blue help bubbles (a) for guidance in completing certain fields.

For instructions on completing each field, please refer to the Completing a New Program Proposal Instructions.

5. To save the information you have entered, without submitting the proposal, scroll to the bottom of the form and press the Save Changes button. You can do this as often as you like.



6. Once your proposal is complete, press the green Start Workflow button to enter it into workflow, which starts the review process.



Questions? Contact crc@ccri.edu