

Editing an Existing Program

1. Go to <https://clss.ccri.edu/programadmin/>
2. Log on with your CCRI username and password.
3. In the field to the left of the Search button, enter the program number (e.g., 78) of the program proposal you wish to edit and press the green Search button.
 - a. Note: the list of programs will appear in numbered order with newest programs listed toward the end.. If you are working on the same program, it is wise to make note of the program number for easy searching.

78 History - OR -

Quick Searches... ▾

Number of Program	Program Name	Workflow	Status
78	Graphic Design - Certificate		

If you do not know the program number, you may also search by typing in a word within the program surrounded by asterisks.

graphic design History - OR -

Quick Searches... ▾

Number of Program	Program Name	Workflow	Status
78	Graphic Design - Certificate		

4. Click on the green Edit Program button to open the form.


[Preview Workflow](#)

Viewing: 78 : Graphic Design - Certificate

Last approved: 08/02/22 3:34 pm

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History
1. Aug 2, 2022 by

5. 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. **To save your time and effort, it is essential that you select the correct "Proposal Type."** Refer to the blue help bubbles  for guidance in completing certain fields.
6. 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.

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

Note: When your program proposal is in the Workflow, revisions made will be in green font (i.e., anything added to the proposal) or red strikethrough font (i.e., anything removed or replaced on the proposal).

Questions? Contact crc@ccri.edu