


While viewing the CIM landing page:

1. Click on **Propose New Cognate**



2. Complete required fields, indicated by red box




3. In the text box, enter the number of option groups to be completed:

- a. Use this template (Choose one of “at least”, “exactly”, or “at most”. Replace X by a number.):  
**Complete at least/exactly/at most X of the following options groups:**

- b. Click **OK**

4. Create the *Requirements list*

- c. Move cursor down to the place you want your course table to start
- d. Click on 
- e. Under *Select Type*, choose **Course List**
- f. Click **OK**

5. Click **Add Comment Entry**.

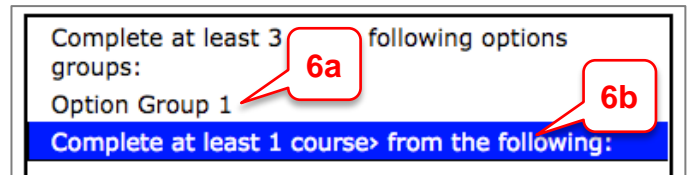


6. Create Option Groups:

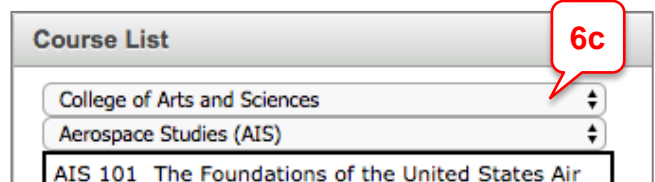
- a. Click **Add Comment Entry**. Enter Option Group Name
- b. Click **Add Comment Entry**. Enter number of courses to be completed. Use this template

(Choose one of “at least”, “exactly”, or “at most”. Replace X by a number. Choose one of “courses” or “credits”).

**Complete at least/exactly/at most X courses/credits from the following:**




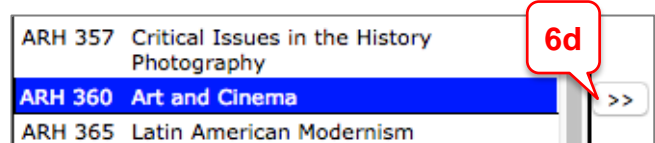
- c. Enter courses. Click on Select Division drop-down and choose the relevant Division. Once you select a Division, Select Department will appear. Click on the Select Department drop-down to choose the relevant Department. The relevant courses will now appear in the list below the drop-down menus.



**Note (1):** You can also enter courses by using the Quick Add box. Type in subject code (space) then course number. (If you have already added a course via the drop-down option and want to use the course again in another option group, you will need to add the repeated course via the Quick Add box.)




- d. To add a course, select from the list on the left by double click or clicking on 



- e. To remove a course, select and click on 

- f. Move courses using the **Move Up** **Move Down** buttons.
- g. When you are done, click **OK**
7. To add more Option Groups, repeat step 6 as necessary
8. When you are done, click **OK**
9. To edit the table, double click on it to return to the Course List dialog box
10. Complete remaining required fields
11. When you are done, click:
  - h. **Save Changes** – For you or someone else to come back to later; or
  - i. **Save and Start Workflow** – Submit for approval
12. To see a preview of the approval flow, click **Preview Workflow**

## Quick Tips

- Click **Help**  at any point for a detailed system help manual

## Related Tip Sheets

- [Overview & Navigation](#)
- [Approval Workflow](#)