

How to Re-subscribe to CIMS Emails



This how-to document is intended for any CIMS user who may need to re-subscribe to receive CIMS email notifications.

ACCESS THE CIMS NOTIFICATION REGISTRATION FORM

1. Go to the CIMS Training Website's [Contact page](http://cims.cenmi.org/Contact.aspx) (<http://cims.cenmi.org/Contact.aspx>) to access the form.
2. To open the form, click on the button labeled **Sign-up for Email Updates**

A screenshot of the CIMS Training Website's Contact page. The page has a blue header with navigation tabs: Home, Events, Compliance, Results, FM, Workbook, Data, and Contact. The main content area is divided into two columns. The left column is titled "CIMS Help" and contains contact information for the CIMS Help Desk and Early On Training and Technical Assistance (EOT&TA). The right column is titled "CIMS Contacts" and lists contact information for Teri Chapman, Janis Weckstein, and Jessica Brady. A red arrow points to a "Sign Up for Email Updates" button located at the bottom left of the page.

Home Events Compliance Results FM Workbook Data Contact

CIMS Help

CIMS Help Desk
help@cismichigan.org
877-474-9023 (Toll Free)
M-F 8:00 AM to 5:00 PM EST

Early On Training and Technical Assistance (EOT&TA)
eotweb@edzone.net
866-334-5437 (Toll Free)
M-F 8:00 AM to 4:00 PM EST

CIMS Contacts

Below is a list of Part B and Part C CIMS contacts.

Office of Special Education (Serving Part B of IDEA)

Teri Chapman
Director
517-373-9433
ChapmanT2@michigan.gov

Janis Weckstein
Assistant Director
517-241-4521
WecksteinJ@michigan.gov

Jessica Brady
Supervisor
517-241-4414

Sign Up for Email Updates

COMPLETE THE CIMS NOTIFICATION REGISTRATION FORM

3. Complete the form with the information requested.
4. Click the **Sign-up** button

CIMS Notification Registration

To join our mailing list, please complete the information below and click Sign Up.

* Email Address

First Name

Last Name

Job Title

Company

Sign Up

By submitting this form, you are granting: Michigan Dept. of Education, 608 W. Allegan Street, Lansing, MI, 48909 United States, <http://cims.cenmi.org/home.aspx> permission to email you. You can revoke permission to mail to your email address at any time using the SafeUnsubscribe® link, found at the bottom of every email. We take your privacy seriously (to see for yourself, please read our [Email Privacy Policy](#)). Emails are serviced by Constant Contact.

CONFIRM YOUR EMAIL REGISTRATION

- To confirm your registration, simply open the **Welcome to CIMS** email that was sent after you clicked the **Sign Up** button. The email will have the subject header *Thank you for joining our mailing list*.



If you have previously unsubscribed to receiving CIMS emails, it may be necessary to add help@cismichigan.org to your list of trusted emails before you will be able to open and receive the welcome email.