

# How to Access CIMS Training Materials & the CIMS Workbook



This how-to document is intended for all new CIMS users and will explain how to access CIMS training materials, and the CIMS Workbook.

**Need a username and password for the CIMS Workbook?** Please see the document, "How to Request CIMS Access" available under the [Workbook tab](#) on the CIMS training website.

## ACCESS CIMS TRAINING MATERIALS ON THE TRAINING WEBSITE

All users are encouraged to use the training materials available on the [CIMS training website](#) ([www.cims.cenmi.org](http://www.cims.cenmi.org)) to learn more about how to navigate CIMS, why CIMS is important, and how it can be used to help improve district performance.

There are several types of training materials available on the CIMS training website including: webinars, how-to documents, and information about the State Performance Plan (SPP) indicators.

### Webinars

The CIMS team offers webinars for district users and for ISD representatives.

*To access webinars for **locals**:*

1. Click on the [Events tab](#) on the CIMS training website.
2. Click on, "[For Locals.](#)"



Under the Events tab users can see upcoming webinars and view achieved webinars instantly. Webinar topics include: overviews of upcoming *Workbooks*, updates for new users, and previews of new tools that might be helpful to CIMS users, such as MI School Data.

*To access webinars for **ISD Representatives**:*

1. Click on the [Events tab](#) on the CIMS training website.
2. Click on, "[For ISD Representatives.](#)"



Under this tab, users can access resources tailored to ISD representatives such as how to verify Complaint CAPs or ISD representative training.

## ***How-to Documents***

The CIMS team creates how-to documents to help users navigate the Workbook and complete CIMS tasks. These documents can be downloaded and printed for your convenience. How-to documents can be found on the CIMS training website under [the Workbook tab](#).

## ***SPP Indicator Information***

The CIMS training website also includes indicator-specific information. Click on the [Compliance](#) or [Results](#) tab to learn more about the indicators. Each page includes definitions, calculations, and helpful resources from other websites.

## **ACCESS THE CIMS WORKBOOK**

1. Access the [CIMS Workbook](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. To log in to the Workbook, enter your username and password in the login box.



Need a username and password? Please see, "How to Request CIMS Access" available under the [Workbook tab](#) on the CIMS training website.