CPI Training Checklist

Department scheduling contacts utilize a program called EMS Campus Planning Interface (or CPI) to provide edits to the initial class schedule during the solicitation phase. If you are new to class scheduling, please use the training checklist below.

✓ **Request CPI Access**
If you have not already requested access to Campus Planning Interface (CPI) software, please submit a SARF. Check the "EMS" box and add special instructions to request access to your specific department's class schedule information in CPI. This will allow you access to view initial class schedules prior to publication and run various reports.

✓ **Review Class Scheduling Resources**
Familiarize yourself with scheduling policies and resources located on the Academic Scheduling webpage.

✓ **Complete BlackBoard training**
We maintain a BlackBoard training group titled "EMS Campus Planning Interface Users" that provides helpful training videos and resources. Prior to the next initial schedule solicitation, please take some time to review the CPI training module to acquaint yourself with the scheduling process. If you need help accessing this training, please reach out to Academic Scheduling.