

FDOE Bureau of School Improvement

CIMS Login Quick Guide

Your Guide to Login Procedures



Welcome to the CIMS Login Quick Guide. The purpose of this guide is to provide step-by-step directions for logging in to CIMS, changing account information, and retrieving your password. In addition, the guide provides technical specifications for CIMS.

Contents

Introduction	2
Logging in to CIMS	2
Changing Your Account Information	3
Forgot Your Password?	4
Locked Out?	6
Still Need Help?.....	6
CIMS Technical Specifications.....	7
Next Steps in Learning	7



CIMS is continuously improving! As a result, you may notice slight differences between the screen shots in this guide and what you experience on-screen in CIMS.

CIMS Login Quick Guide

Introduction



The **Continuous Improvement Management System** or **CIMS** is the next generation of SIP-Online. Initially developed to capture school improvement plans, CIMS now contains other district plans and proposals, a growing collection of resources and helpful tools, and embedded project management features. Built on the concept of continuous improvement, CIMS will continue to expand and evolve based on lessons learned and changing needs. All Florida schools and districts are welcome to use CIMS.

Follow the steps to learn how to log in to CIMS and change your account information.

Logging in to CIMS

- 1) Go to <https://www.floridacims.org>. If you are not automatically redirected to the **Sign In** page, then click **Login** in the main menu bar.



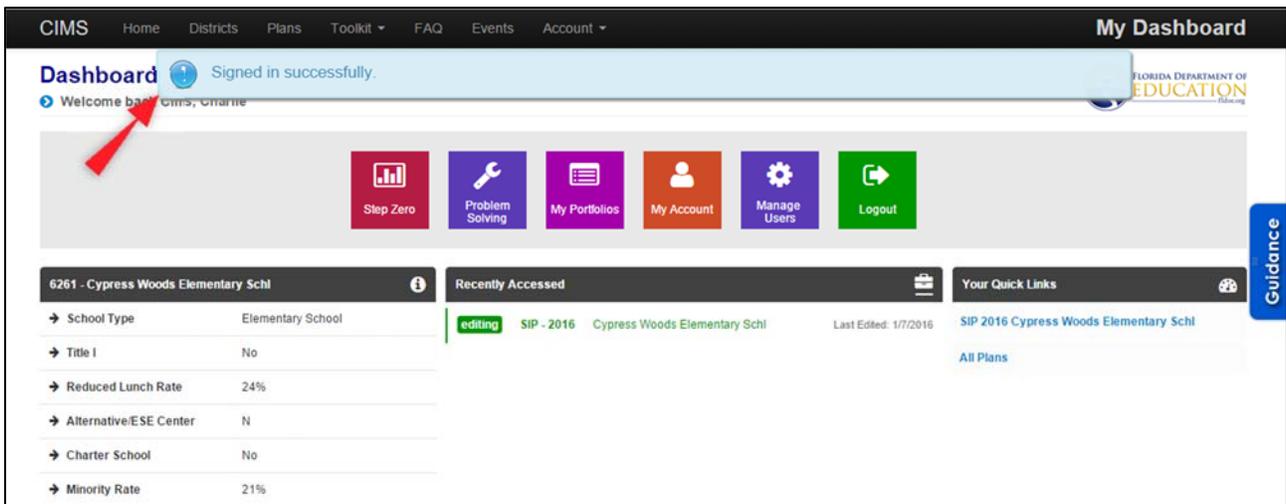
- 2) Enter your email address and password. [Your password is case-sensitive.] Then click the **blue Sign in** button.



TIP: For first time users, a temporary password will be provided. It is highly recommended that you change your password after you log in.

CIMS Login Quick Guide

You will see a **blue** flash message that indicates you have signed in successfully, and you will see **My Dashboard** on the **Home** page.



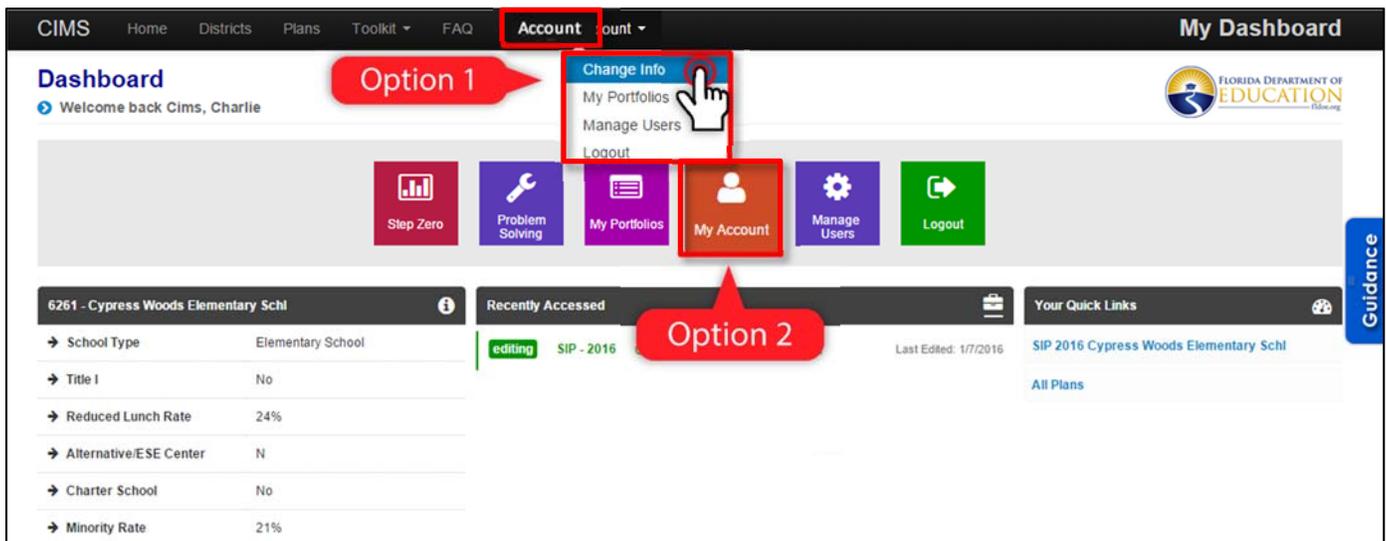
Changing Your Account Information

Changes to your account information must be done through the **User Info** page, which can be accessed two ways.

1) Select one of the two options below and follow the instructions.

Option 1: Using **Account** in the main menu bar
Click **Account** in the main menu bar and then select **Change Info** from the drop-down menu.

Option 2: Using the **My Account** button
Click the **orange My Account** button found in the **Quick Actions Panel** of **My Dashboard**.



CIMS Login Quick Guide

- 2) In the **User Info** form, you can change your email address, correct any errors in your name, and change your password. Unless you are changing your password, you do not need to enter any information in the password fields. Click the **blue Update** button to save any change(s).

The screenshot shows the 'Edit My Info' page in the CIMS system. The 'User Info' section contains the following fields: email (charlie.cims@gmail.com), first name (Charlie), last name (Cims), role (Principal), and two password fields (New password and Confirmation). A red arrow points to the 'Update' button, which is highlighted by a hand cursor. Below the 'User Info' section, the 'Access Roles' section shows 'Level 2' and 'Tipa Editor'.



TIP: When changing your password, you must use a minimum of eight characters. You may use any combination of characters including uppercase and lowercase letters, numbers, and symbols.

Forgot Your Password?

- 1) In the event that you forget your password, click the **blue Forgot your password?** link on the **Sign In** page.

The screenshot shows the 'Sign In' page in the CIMS system. The sign-in form includes fields for email and password, a 'Remember Me' checkbox, and a 'Sign in' button. A red box highlights the 'Forgot your password?' link, which is being clicked by a hand cursor. Below the link, there is a link for 'Didn't receive unlock instructions?'.

CIMS Login Quick Guide

2) Enter your email address and click the **blue Send me reset password instructions** button.



CIMS Home Public Access Plans Toolkit FAQ Login **Change Password**

Enter your email address to request a reset

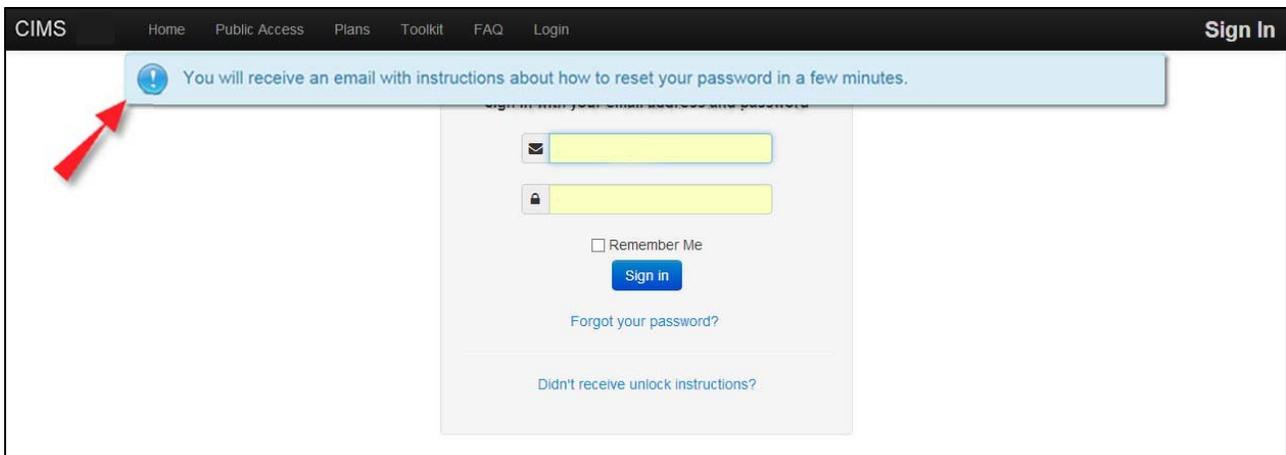
Email address

Send me reset password instructions

Sign in

Didn't receive unlock instructions?

You will see a **blue** flash message indicating you will receive an email with password reset instructions.



CIMS Home Public Access Plans Toolkit FAQ Login **Sign In**

You will receive an email with instructions about how to reset your password in a few minutes.

Email address

Password

Remember Me

Sign in

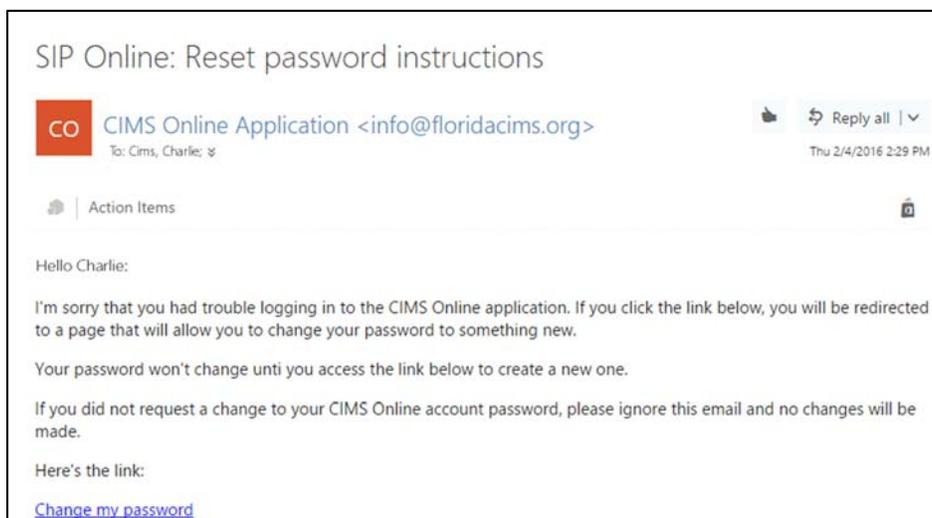
Forgot your password?

Didn't receive unlock instructions?



NOTE: Depending on your email system, it can take up to 30 minutes to receive an email with instructions for resetting your password. If your email system has strong filters in place, this email message may end up in your junk mail or spam folder.

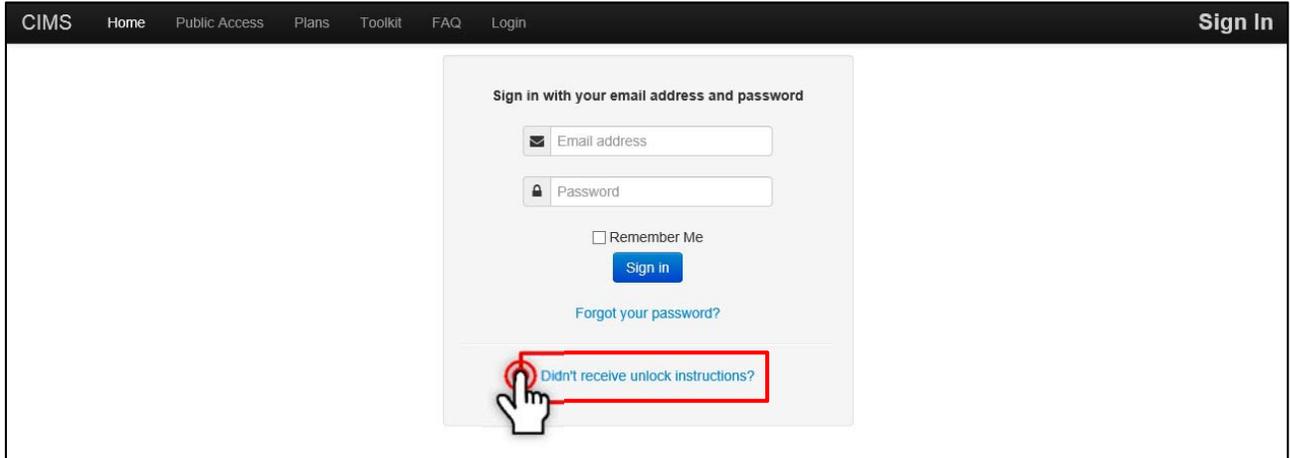
You will then receive an email similar to the one below.



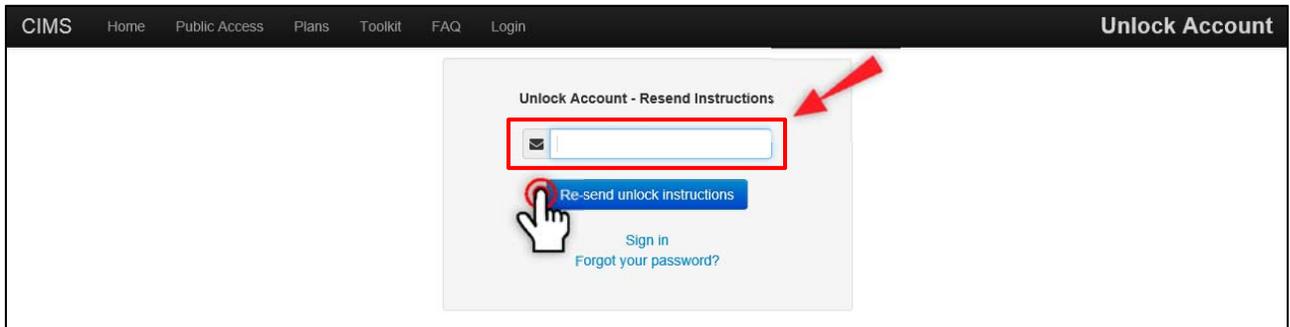
Locked Out?

An account becomes locked after six failed attempts to log in. If this happens to you, an email will be sent immediately to you with a link to unlock the account right away (similar to password reset email), or the account will unlock automatically after one hour.

- 1) You can get the system to re-send the unlock email by clicking the [blue Didn't receive unlock instructions?](#) link on the **Sign In** page.



- 2) Then enter your email address (similar to password reset) and click the [blue Re-send unlock instructions](#) button.



Still Need Help?

If you followed the instructions above for changing your password or unlocking your account, but were still unable to log in, please contact the Bureau of School Improvement team at bsi@fldoe.org.

CIMS Technical Specifications

Desktop/Laptop Computers

While we make every effort to ensure that the application runs well on as wide a variety of browser and operating system choices as possible, the following minimum system requirements will ensure the best user experience. When possible, install the most recent version of your chosen browser that is available for your operating system.

Specification	Windows Requirements	Mac Requirements	Linux Requirements
Processor	Intel Pentium 4+ or equivalent	Intel	Intel Pentium 4+ or equivalent
Operating System	Windows 7 or later	Mac OS X 10.6 or later	Ubuntu 14.04+ Debian 7+ OpenSuSE 13.1+ Fedora Linux 20+
Memory (RAM)	2GB		
Display Resolution	1280 x 800 or greater		
Browser	Chrome, Firefox – current supported version(s) Internet Explorer 11 Microsoft Edge	Chrome, Firefox – current supported version(s) Safari 7	Chrome, Firefox – current supported version(s)
Browser Settings	Regardless of browser choice, both cookies and JavaScript must be enabled		
Bandwidth	An internet connection with sufficient bandwidth is required, preferably one with a downstream bandwidth of at least 1 Mbps		
Adobe Acrobat	A recent version of Adobe Acrobat Reader (version 9+) should be installed to allow for viewing application-generated PDFs		
Email Address	Each user login must be a unique, valid and accessible email address		

Use of Mobile Devices

We make every effort to ensure that content developed in the application is viewable on a variety of popular mobile devices, including phones and tablets running recent versions of the iOS or Android operating systems. Content editing and other advanced features within the application are not supported on mobile devices at this time.

Next Steps in Learning

To develop your understanding of the levels of online support in CIMS, it is recommended you review the [CIMS Support Quick Guide](#) located in the **Toolkit**.