

RIC Rooms Campus Planning Interface (CPI) User Guide

The RIC Rooms Campus Planning Interface is the web-based interface that academic units typically use to review course schedule data and communicate changes to the Domain Scheduler. You can access the Campus Planning Interface through any standard Internet browser.

To log in to the RIC Rooms Campus Planning Interface:

1. Enter the Campus Planning Interface URL into your Web browser. The Campus Planning Interface Home page opens.
2. Click **Log In**. The Campus Planning Interface Login page opens.
3. In the User ID field, enter your **User ID**, which is your network User ID.
4. In the Password field, enter your password.
5. Click **Login**. The Term Selector page opens. This page lists all the available terms in your organization's implementation of RIC Rooms (Powered by EMS) Campus.
6. Select the term with which to work for this session of the Campus Planning Interface, and then click **Save**. The Term Details page opens for the selected term opens. You are now ready to work with the selected term.

TIP: If the list of available terms is extensive, you can enter a search string in one or more of the available search fields and search for a specific term. Your search is not case-sensitive, but the search is limited to the exact order of the characters in the string and it must begin with the information for

which you are searching. For example, to search for 2018 Spring, you can enter 2018, but not Spring. After you tab out of a search field, the list of available terms that meet all your search criteria is dynamically updated.

The New Course option is displayed on the menu bar only if the Registrar's office has enabled the.

7. To log out, click **Log Out** on the Campus Planning Interface menu bar.