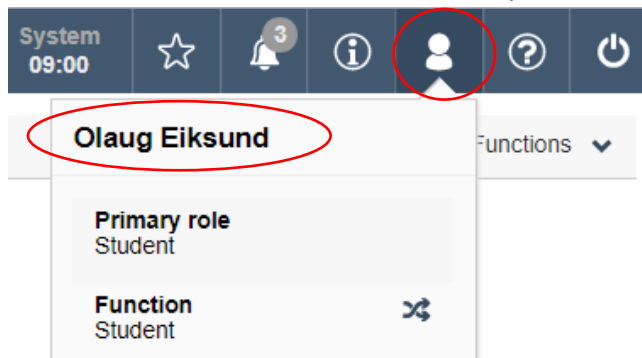


Register your next of kin in CIM

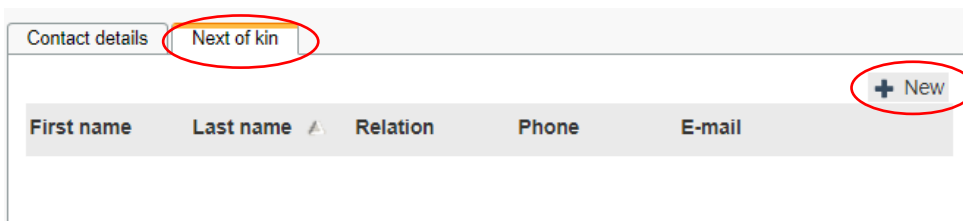
URL: <https://uib-cim.no>

All student must register their next of kin and phone number in CIM before traveling on Fieldwork and Research cruises.

1. Click on the “User Icon” and then your name.



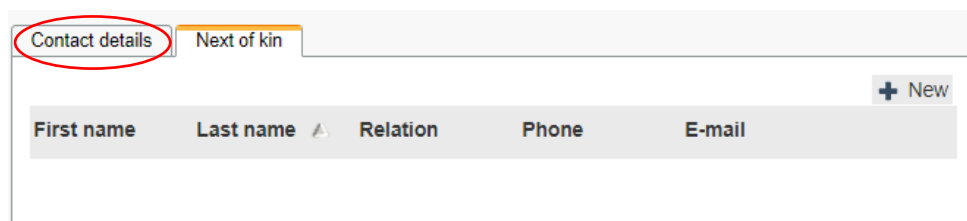
2. Click on the sheet tab “Next of kin” and then “New”.



3. Fill out details for your Next of kin and then “OK”.

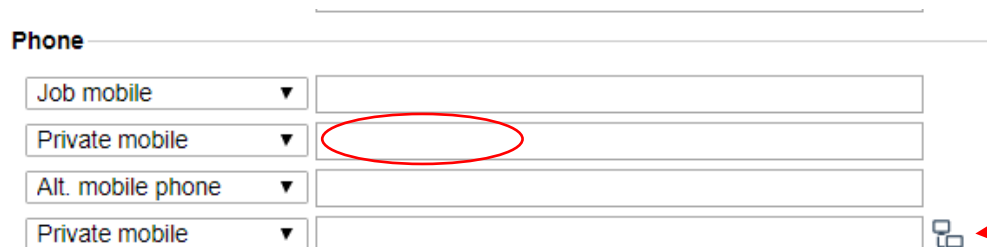
A screenshot of the 'Next of kin - new' form. The form contains the following fields: 'First name:' (text input), 'Last name:' (text input), 'Date of birth:' (three dropdowns for dd, mm, yyyy), 'Relation to contact:' (text input), 'Phone:' (text input), 'E-mail:' (text input), 'Address:' (text input), 'State:' (text input), 'Zip code/Place:' (text input), and 'Country:' (dropdown menu with 'Choose country' selected). At the bottom of the form, there is a legend for 'Required field' (indicated by an 'i' icon), and three buttons: 'OK' (circled in red), 'Cancel', and 'Apply'.

3. Click on the sheet tab “Next of kin” and then “Contact details”.



First name	Last name	Relation	Phone	E-mail
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4. Register your private mobile, unless it is already registered, and then “OK”.



Phone

Job mobile ▼	
Private mobile ▼	
Alt. mobile phone ▼	
Private mobile ▼	

If your phone number is in front of this icon, you have already registered your mobile in FS and you do not need to register anything.