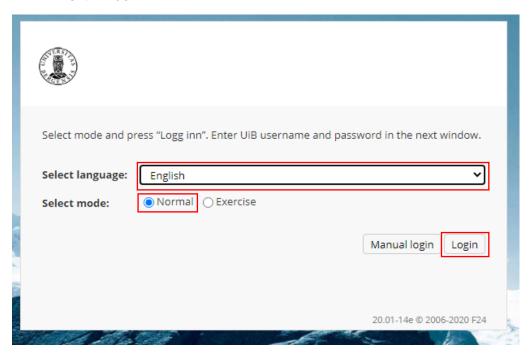
Register your next of kin and phone number

All students must register their next of kin in CIM and check that their phone number is correct before travelling on Fieldwork and Research cruises.

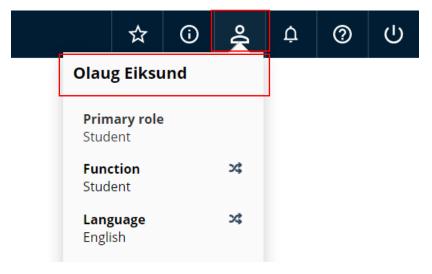
1) Log into CIM: https://uib-cim.no

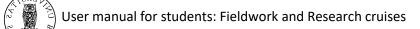
- Change language if necessary
- Choose mode "Normal"
- Click on the button "Login" and then type in your UiB-user name and password in the next window



2) Open your User profile

- Click on the User icon
- And then click on your name





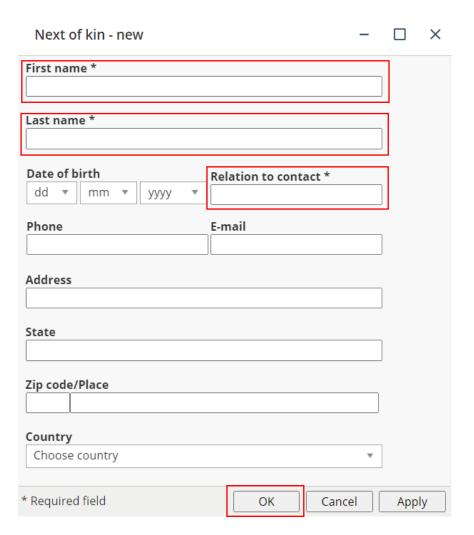
3) Open the registration form for next of kin

- Click on the sheet tab "Next of kin"
- And then click on "New"



4) Register next of kin

- Fill in details for your next of kin
- And then click "OK"
- Required fields are marked with *





5) Open the form Contact details

• Click on the sheet tab "Contact details"



6) Check that your phone number is correct

- Check if the registered phone number in "Private mobile" is correct.
- "Private mobile" is imported, so if it is incorrect you must correct it in <u>Studentweb</u>.
- If you would like to register an additional number, you can do so in "Alt. mobile phone", then click "OK".

