

PRESIDENT'S POINTS

1/5/06

Credential Information Guide (CIG) Log-On Instructions

The web site link for the CIG changed last year. Most of you are aware of the new link but we are including it as a reminder as well as log-on instructions.

To access the CIG, please do the following:

1. Type in the following link: http://www.ctc.ca.gov/credentials/cig/cig_toc.html (note that there is an underscore between cig and toc) and press Enter.
2. A box will appear labeled "Enter Network Password".
Type the following:
Username: ciguser2002
Password: cctccig4u

Note: If you do not want to enter the User Name and Password each time you access the CIG, click the small box to the left that says "Save this password in your password list". This will bypass the log-in process in the future.

Credential Analyst List for County Offices

Credential Analyst List and Authorized Signatory for Colleges and Universities

It's a new year and it is time to check your listing for county and colleges to ensure CCTC has the appropriate contact information. In the CIG, county offices you may check your current listing at: http://134.186.81.78/CAW_CIG/FMPro?-DB=CIG_County_Offices_of_Ed.fp5&-Format=CountyCred.html&-lay=Main&-max=all&-FindAll ; Colleges and Universities, you may check your current listing at: http://134.186.81.78/CAW_CIG/FMPro?-DB=CIG_IHE_Information.fp5&-Format=IHECred.html&Current=yes&-sortfield=IHE%20Name&-lay=Main&-max=all&-Find

If a county needs to make a change, use the form at:

<http://www.ctc.ca.gov/credentials/cig/FORMS/ChangeCredAnalyst.pdf>. If a college or university needs to make a change, use the form at:

<http://www.ctc.ca.gov/credentials/cig/FORMS/ChangeCredAnalyst.pdf>

Colleges and universities should also check their authorized signatory list found at:

http://134.186.81.78/CAW_CIG/FMPro?-DB=CIG_AuthorizedSignatory_IHE.fp5&-Format=AuthPersonsSubMat.html&-lay=Main&-max=all&-FindAll. The authorized signatory change is at: <http://www.ctc.ca.gov/credentials/cig/FORMS/ChangeAuthSign.pdf> .

CAWNews and ENews

Are you receiving Coded Correspondence, Credential Information Alerts, and other information from CCTC via email? If not, below are instructions how to do so. Remember, if your email address has changed, it is your responsibility to separately contact the CCTC and change your email address for CAWNews and ENews.

CAWNews (Credential Information Alerts and other Certification news)

- 1) Send email to: cctclists@lists.ctc.ca.gov
- 2) write ***Subscribe CAWNews*** in subject line

ENews (Coded Correspondence, public notices, etc)

- 1) Send email to: cctclists@lists.ctc.ca.gov
- 2) write ***Subscribe newslst*** in subject line

NOTE: The body of the e-mail must be blank; do not even have your signature add on

Tedi Kostka
President