



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

Select mode and press “Logg inn”. Enter UiB username and password in the next window.

Select language: English

Select mode: Normal Exercise

Manual login Login

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2) Open your User profile

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

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Primary role
Student

Function Student

Language English



3) Open the registration form for next of kin

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

The screenshot shows a software interface with two tabs: 'Contact details' and 'Next of kin'. The 'Next of kin' tab is active and highlighted with a red box. Below the tabs is a table with columns: 'First name', 'Last name ^', 'Relation', 'Phone', and 'E-mail'. A '+ New' button is located in the top right corner of the table area, also highlighted with a red box.

4) Register next of kin

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

The screenshot shows a window titled 'Next of kin - new' with standard window controls (minimize, maximize, close). The form contains the following fields:

- First name ***: A text input field with a red border.
- Last name ***: A text input field with a red border.
- Date of birth**: Three dropdown menus for 'dd', 'mm', and 'yyyy'.
- Relation to contact ***: A text input field with a red border.
- Phone**: A text input field.
- E-mail**: A text input field.
- Address**: A text input field.
- State**: A text input field.
- Zip code/Place**: A text input field.
- Country**: A dropdown menu with 'Choose country' selected.

At the bottom of the form, there is a legend: '* Required field'. To the right of the legend are three buttons: 'OK' (highlighted with a red box), 'Cancel', and 'Apply'.



5) Open the form Contact details

- Click on the sheet tab “Contact details”

Contact details	Next of kin
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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 [Studentweb](#).
- If you would like to register an additional number, you can do so in “Alt. mobile phone”, then click “OK”.

Phone

Job mobile	▼		
Private mobile	▼		
Alt. mobile phone	▼		
Private mobile	▼	99999999	