CFE Professional Interests Manager (PIM)
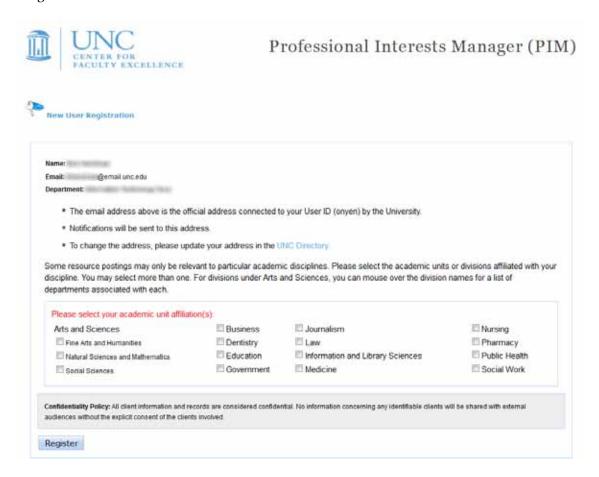
Simple Instructions for Getting Started

1. **Log in to the PIM.**

   Point your web browser to https://pim.itsapps.unc.edu/PIM/ and select the *"Log in to the PIM"*
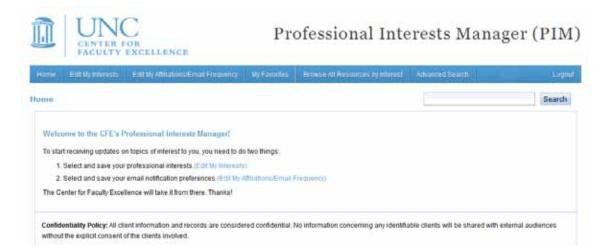
   button. Log in with your ONYEN.

2. **Complete the registration page.**
   Select your academic unit affiliation. You can select more than one if appropriate. If you are in the College of Arts and Sciences and are not sure what division your department falls under, you can place your mouse cursor over each division name to view the list for each. After you have selected your affiliation(s) and read the CFE confidentiality statement, click *"Register"*.
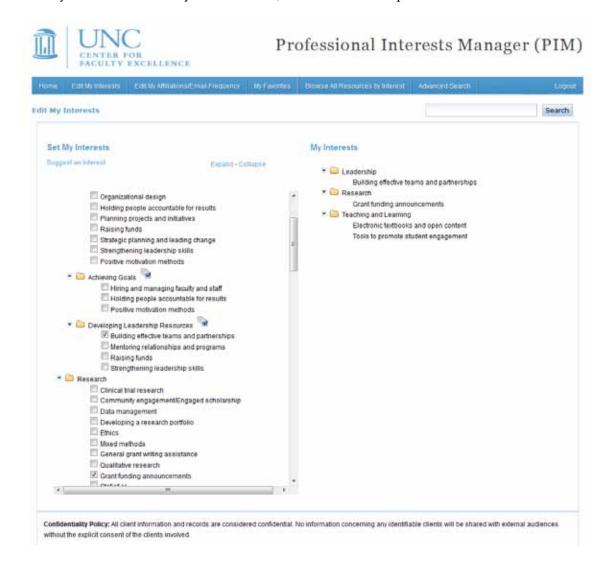

3. **Select your professional interests.**
   Your home page will be sparse until you have selected some professional interests. Click *"Edit My Interests"* on the menu bar at the top of the page or the link next to #1.

Select the check boxes for the professional interests under Leadership, Research, Teaching, and CFE Programs that you would like to receive information about. To see the entire list, select "*Expand*".

After you have selected your interests, click the "*Save Updates*" button.

4. *Set your email frequency.*
   Click "*Edit My Affiliations/Email Frequency*" on the menu bar at the top of the page. Next to "*Email Frequency*", make a selection using the drop-down menu. If you choose "No email notification please", you will have to log in to the PIM to follow resource updates.

   After you have set your email frequency, select "*Save Email Preference*".

You are now signed up for the PIM. For more detailed information, see the list of Frequently Asked Questions on the PIM website at http://cfe.unc.edu/pim.

Optional PIM features available to you include:

- *Browse All Resources by Interest*:
  This feature allows you to browse all PIM resources by interest, regardless of whether or not you have selected a particular interest.

- *My Favorites*:
  This is similar to bookmarks supported in most web browsers.

- *Advanced Search*