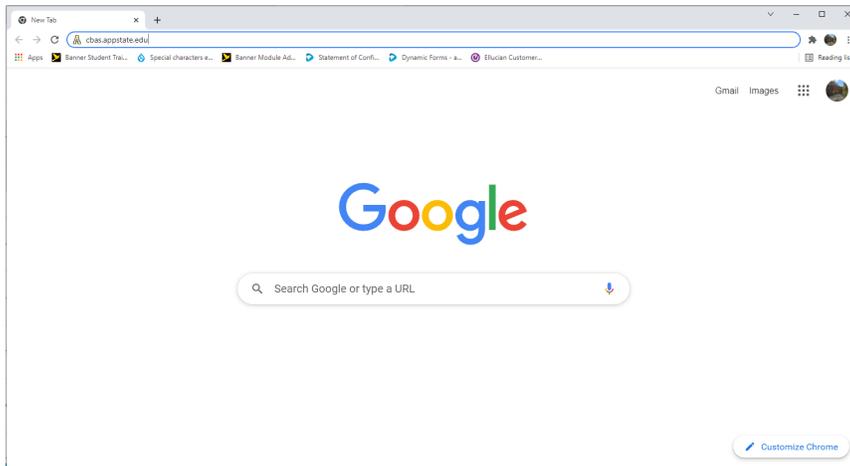# How to access the CBAS system:

There are two ways to access the new Course Build Approval System, also referred to as CBAS.
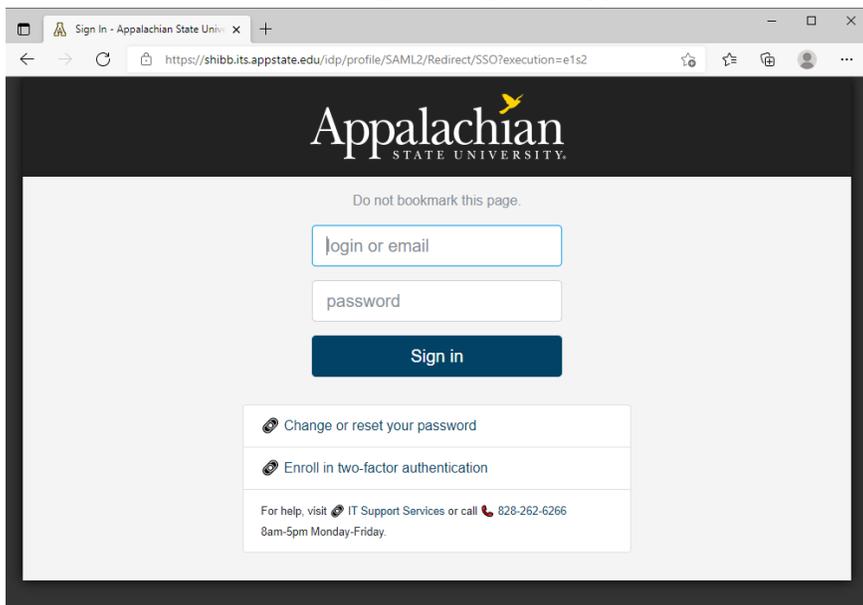
1. The simplest way to access the CBAS system is by typing:
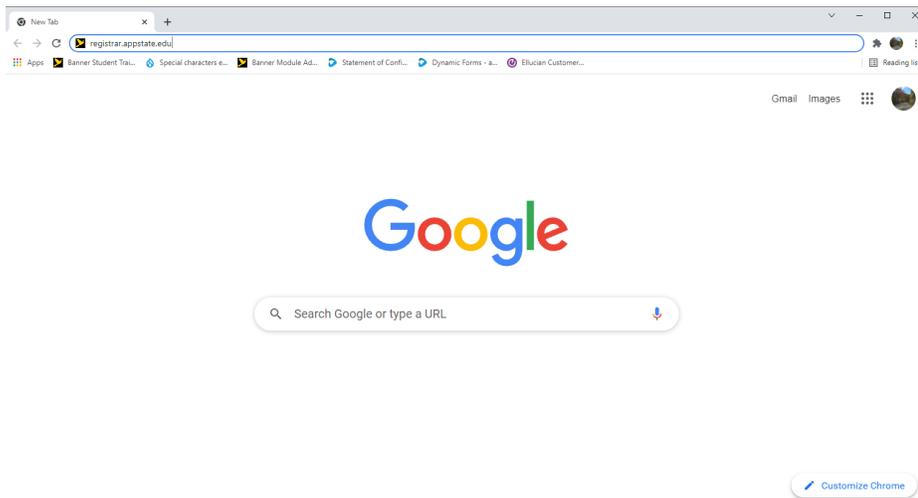   **cbas.appstate.edu**
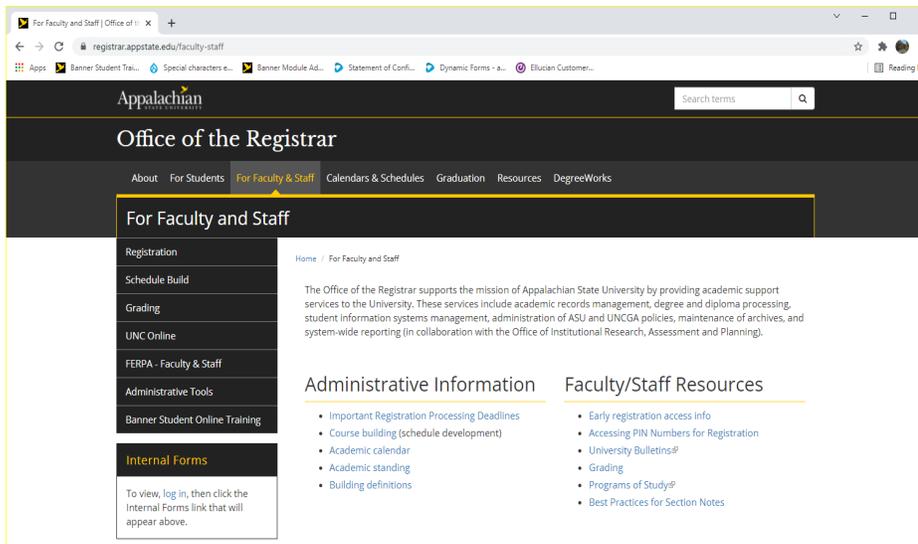   in your internet browser address bar.

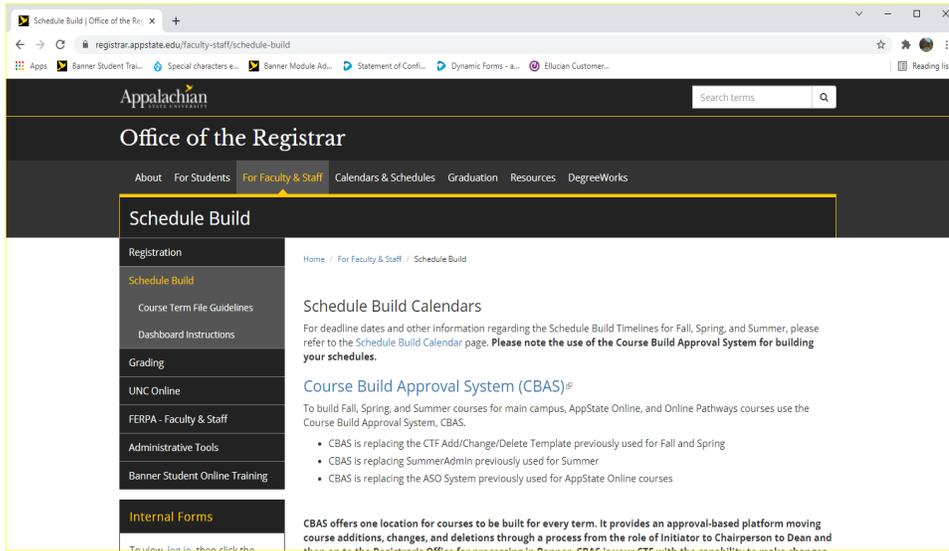You will then be directed to login using your AppState username and password.

2. The second way to access the system is to navigate to
   registrar.appstate.edu
   in your internet browser address bar.

Click on the For Faculty & Staff tab under the Office of the Registrar heading.
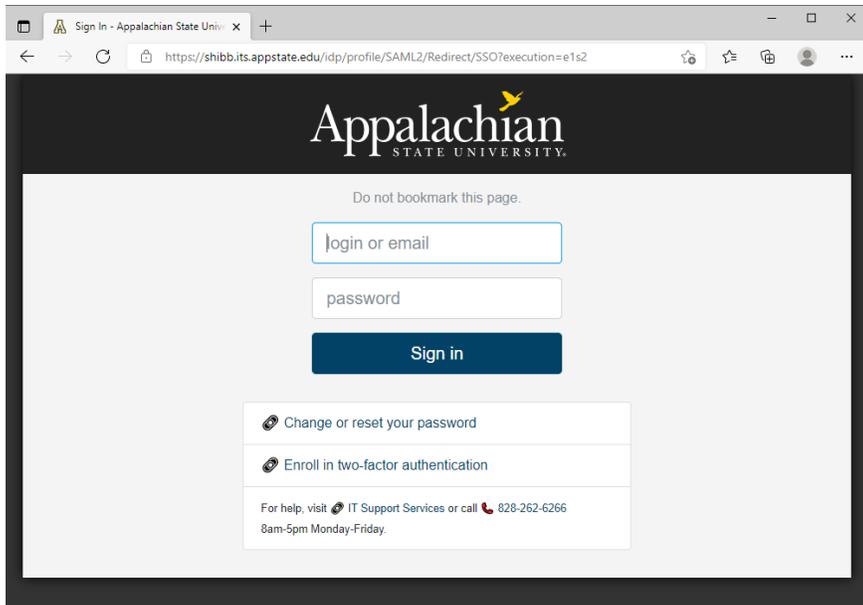
Click on the Schedule Build menu option in the black menu box on the left side of the page.
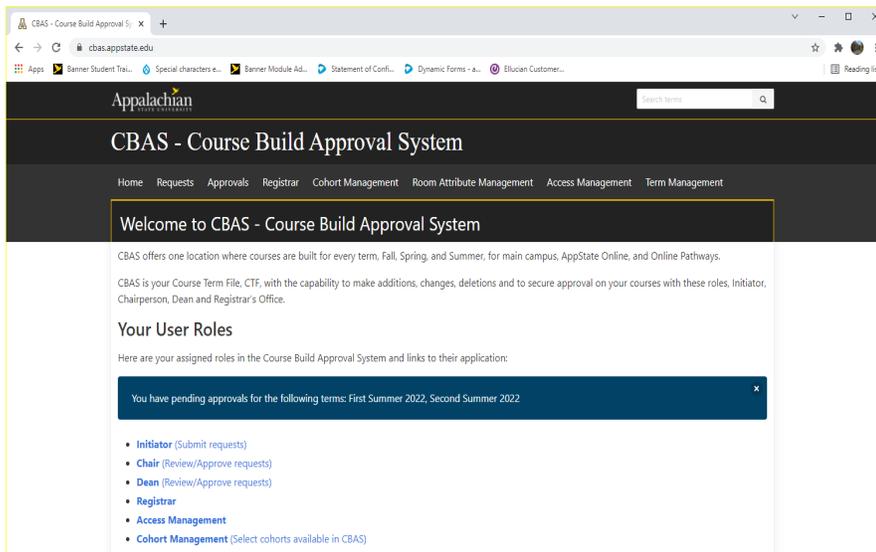

Click on the blue title Course Build Approval System(CBAS) in the middle of the schedule build instruction page.

You will then be directed to login using your AppState username and password and verify with Duo push.

Once logged in, you will see the CBAS landing page.

**If you have any questions or need further assistance, email
regteam@appstate.edu or dial extension 6818.**