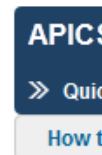


ALL: What Do the Different Types of Access Mean?

Depending on how you are set up in the APICS system, you may see one of several types of Access to the APICS CPIM Study Tool.

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Welcome to APICS CPIM Study Tools



The APICS Certified in Production and Inventory Management (CPIM) program is the industry standard for professional achievement and excellence and provides designees with the ability to understand and evaluate production and inventory activities within a company's global operations. More than 98,000 professionals have earned the APICS CPIM designation.

With APICS CPIM Study Tools, you can view class details, check progress, register for classes, and more.

If you do not plan to join a class, or if you are interested in access to the APICS CPIM Study Tools before your class has been set up, you can use self-study to prepare for your APICS CPIM exam. [Learn more.](#)

>> Student Access

>> Instructor Access

>> Partner Access

>> Corporate Access

Each Access has a different role in the Study Tools.

- **Student:** Everyone has Student Access. This role is for anyone who purchases an APICS CPIM participant workbook or for whom a participant workbook is provided in a class.
 - How they access APICS CPIM Study Tools
 - An “activation code” is created for every APICS CPIM participant workbook which provides access to the tool.
 - Individuals who purchase their own workbooks will get an email with their activation code.
 - Partners or organizations who purchase workbooks for their students will be given activation codes to provide to their students.
 - Once a person has been added to a course by the instructor, they will receive a Class code and will use the Activation code and the Class code to register for that class.
 - Self-study students can obtain the Self-study Class code by clicking on a link on the APICS CPIM Welcome page
 - Access to the APICS CPIM Study Tools is through My APICS.
 - Students will have access to the module for the participant workbook they own (i.e., if they have an APICS Basics workbook, they will have access to the APICS Basics materials online).

- Students will have access for up to one year. If they pass the exam for that module, access will be cut off within two weeks of passing the exam, otherwise it will extend for the full year.
- **Instructor:** APICS Instructor Development Program instructors, or APICS corporate client trainers or instructors.
 - How they access APICS CPIM Study Tools and get students started
 - APICS Instructor Development Program instructors will access the tool through My APICS. Non-IDP instructors will need to contact pdadmin@apics.org to receive access. Once access is granted, all instructors will use My APICS to access APICS CPIM Study Tools.
 - Instructors will need to set up classes and add their students. "Adding students" will automatically send the student an email containing a "class code" to accompany their "activation code" so students can activate their class registration.
 - If the training partner (i.e., APICS corporate client, chapter, international associate, or authorized education provider) purchased the workbooks, then the instructor can arrange for the student to receive both the "class code" and the "activation code" via the automated email.
 - Tools for managing classes
 - Instructors will have access to reports to track student progress.
 - Instructors will be able to view all APICS CPIM Study Tools educational content to prepare for classes.
- **Partner administrator:** Individuals who are designated as "APICS CPIM Study Tools partner administrators" in APICS Partner Connect.
 - How they access APICS CPIM Study Tools
 - Once a partner leader (i.e., VP of education at an APICS chapter) is designated as "partner administrator" in APICS Partner Connect, they will access through My APICS.
 - Partner class management tools
 - Partner administrators may view all of that partner's classes, including class rosters and some limited information about the each student's progress.
- **Corporate administrator:** Individuals who are designated by their organization—a corporate client of APICS—as corporate administrator through the APICS Customer Service.
 - How they access APICS CPIM Study Tools
 - Once designated, the corporate administrator will access APICS CPIM Study Tools through My APICS.
 - Corporate class management tools
 - Corporate administrators may view all of that partner's classes, including class rosters and some limited information about the each student's progress.

Note: All levels of access require agreeing to a licensing agreement that forbids copying, printing, sharing or selling access, and so forth.