CAMS®™ is the acronym for the Comprehensive Academic Management System, a web-based student database that integrates students’ records from admissions to alumni.

You will use CAMS to:
- Obtain the BRCN student directory.
- Track documents that you submitted to BRCN.
- View nursing courses offered for the semester.
- View your nursing class schedule.
- Track your bill and payments with BRCN.
- View your midterm and final grades for all nursing courses.
- Obtain the list of textbooks for your nursing courses.

In the future, you will be able to register online for nursing courses and monitor your BRCN financial aid.

This handout will focus on the most common functions of CAMS used by Student Services, the Registrar’s Office, and Financial Aid Office at Blessing-Rieman College of Nursing.

**Accessing CAMS**

1. Go to the BRCN website at www.brcn.edu
2. Click *BRCN Portals* from the gold tab bar.
3. Click the CAMS *student* portal link when the portals page opens.
4. Type your username and password in the boxes when the CAMS login page appears.
5. Click the *Login* button.

Your username and password were given to you during the registration process.

The username for CAMS consists of your name and a set of numbers. The username cannot be changed because it is your personal, unique identifier for CAMS as well as for Blackboard.

**Student Portal**

Each student has his/her own CAMS portal that provides access to sensitive information protected by FERPA. Therefore, to protect this information, do not share your username and password and click the *Logout* button (←) when done.

The portal page has two navigation menus. The left menu provides access to student information. The right menu provides information to your courses.
Changing Password

Although you cannot change your username, you can change the password at any time.

To change your password:
1. Click the Change Password button (↖).
2. Fill in the boxes when the Student Portal Change Password page appears.
3. Click the Change button to save your new password.

Changing Personal Information

You can change personal information such as phone number and address. However, making changes in CAMS is not official. Therefore, you must officially make changes to name, address, phone number, and other personal information by contacting the BRCN Registrar’s Office.

To make changes:
1. Click the Edit Profile button (↓) and the My Profile page appears.
2. Type in the boxes and remember to click the Update button to save changes.
3. Click Home to close the profile page.

Changing Term

The term that you are viewing can be changed so you can see information from different semesters.

To change the term:
1. Click Change (↓).
2. Scroll up and down to find the semester when the drop down menu appears.
3. Click the semester.
Left Navigation Panel

The left navigation panel (←) is used to:
- Access the student directory.
- Track documents submitted to the Student Services Office.
- View nursing course offerings.
- View your nursing class schedule.
- View your bill.
- View course grades.
- Register and monitor financial aid in the future.

Viewing the BRCN Student Directory

The student directory in CAMS is the BRCN official directory. Therefore, students, faculty, staff, and administration are allowed to see this information unless you sign a non-disclosure form with Student Services.

To access the student directory:
1. Click Student Directory on the left navigation panel.
2. Click the letter from the alphabet (→) when the Student Directory (↓) appears.
3. Scroll down and/or click next page until you see the student’s name, address, phone, and BRCN email. BRCN emails are also accessible by webmail.
4. Close the directory by clicking Home on the left navigation panel.

Tracking Documents

As you submit documents, staff enters them into CAMS. Documents include CPR, immunizations, and health history.

To track the documents that you submitted:
1. Click Document Tracking on the left navigation panel and a list of documents appears on My Documents page (↓).
2. Scroll down and/or click next page to view the list of documents that you submitted to BRCN.
3. Close the document page by clicking Home on the left navigation panel.
Viewing Nursing Course Offerings

You can view the current semester’s schedule of nursing courses as well as past semesters. You can also view the nursing courses offered for the next semester after they are uploaded in preparation for pre-registration.

To view course offerings:
1. Check the term that you are viewing.
2. Click (change) to change the semester.
3. Click Course Offering on the left navigation panel and a list of courses appears.
4. Scroll down and click next page to view the list of nursing courses offered for the semester.
5. Click Home on the left navigation panel to close the course offering page.

Viewing Your Nursing Class Schedule

You can view your current semester’s nursing class schedule as well as past semesters. As you pre-register, you can view next semester’s nursing class schedule.

To your nursing class schedule:
1. Check the term that you are viewing.
2. Click (change) to change the semester.
3. Click My Schedule on the left navigation panel and your schedule appears.
4. Click Home on the left navigation panel to close the class schedule page.

Viewing Your Bill

(only for juniors, seniors, APs, LPN-BSN, RN-BSN, and master’s students)

You can view your bill and payments, using the following steps.
1. Click My Ledger on the left navigation panel and a running record of your bill appears.
2. Scroll down to view your debts, payments, and balance.
3. Close the ledger by clicking Home on the left navigation panel.

Viewing Midterm and Final Grades for Nursing Courses

You can view your official course grades, using the following steps.
1. Click My Grades on the left navigation panel and a running record of your grades appears.
2. Close the grade book by clicking Home on the left navigation panel.

To see course grades for individual assignments, tests, and quizzes, go to Blackboard.

Obtaining the Book List for Nursing Courses

Each nursing course listed on CAMS has a book list. To obtain the list for a nursing course, use the following steps.
1. Click the name of the course under My Courses.
2. Click Textbooks from the course home page and the list of textbooks for the course appears.