

Texas Common Course Numbering System (TCCNS) User Guide

TCCNS Administrator Guide (Guide for School Site Administrators)

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TCCNS External Use Guide – Guide for External Use (Institution Members, Counselors, Students, Etc.)

About the TCCNS:

- [Learn About ACGM Course Naming and Numbering Standard](#)
- [TCCNS Membership Criteria – Includes Link to New Member Application](#)
- [History of the TCCNS](#)
- [TCCNS Committee Members](#)
- [TCCNS Goals and Usage](#)

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Questions or Issues

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1. Reset Your Password

If you previously had administrative rights to update your school's information and have not already done so, please reset your password:

- a) Visit <https://tccns.org>
- b) Select "Login" in the upper, right-hand, corner.

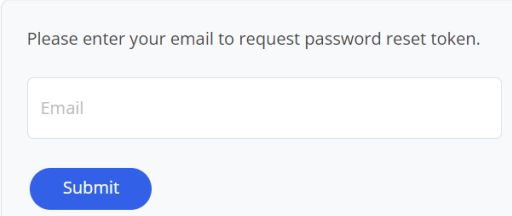


Login

- c) The **first time you login with the new site design**, you will need to select "Password Reset"

[Password Reset](#)

- d) Enter your email and click "Submit." Once you click submit, you should receive a "Token Sent" message on your screen.



Please enter your email to request password reset token.

Email

Submit

- e) Check your email and select "Activate/Set Password". This email should be delivered to your inbox within 10 minutes. If you do not receive this email within that time period, please check spam filters/spam inbox.



Please click on following link to set a new password and activate your account.



Activate / Set Password

- f) Reset your password on the screen that appears.

2. Manage Your Institutional Information – Double Check for Accuracy

a) **Manage:** Once logged in, select “Manage” from the top of the screen.

Manage

b) **Select Institution:** Select the hyperlink associated with your Institution from the drop down list.

My Institutions

Name	Abbr	FICE	Type
Amarillo College	HAMAM	3540	C

c) **Update:** At this point, you can update your institution’s basic information (mailing, URL, FICE). From this page, you can also select additional tools (course and member management options) under the “Manage” field on the left navigation bar.

Manage

Information

Courses

Members

3. View Your Courses and/or Double Check Courses (If You Already Updated)

- a) **Manage:** Once logged in, select “Manage” from the top of the screen.

Manage

- b) **Select Institution:** Select the hyperlink associated with your Institution from the drop down list.

My Institutions

Name	Abbr	FICE	Type
Amarillo College	HAMAM	3540	C

- c) **Select Courses:** Select “Courses” under the “Manage” option.

Manage

Courses

- d) **Select Desired Year from Top Header:** The default year will be the current year. For example, based on the header, you can see that the 2024-2025 year is currently selected. However, you do have the option (on the right) to select a different year/catalog year alignment view.

Amarillo College

Academic Year: Fall 2024 - Summer 2025 (Default) Select Different Year

- e) **Select How You’d Like to View TCCNS Data Compared to Your Data:** Decide how you would like to view your data in relation to the TCCNS data. Exp: If you select “Both matched and unmatched common courses” you will see every ACGM course and how your courses do/don’t align, but the other view will allow you to see only your currently aligned courses.

Show
Both matched and unmatched common courses

- f) (If Needed Update Courses – To Roll Courses, To Add Courses, and To Remove Courses)

- **To Roll Courses:**

- **Double Check Year and Blanks:** If you are viewing a catalog year that should have data and your College is blank this year, but you’ve offered courses in the past, you need to roll your courses.

EXAMPLE: Amarillo College (AC) Offers ACCT 2301, but the 2024-2025 year (you’ll see the year in the heading) shows no data for that course, but data shows for previous years. Everything else in AC’s column is blank for 2024-2025; this means the data needs to be “rolled”.

Common Course		Amarillo College	
Subj/Num	Title	Subj/Num	Title
ACCT 2301	Principles of Financial Accounting		

- **Select “Copy From” on the Top right heading**

Copy From

“To Roll Courses” Continued on Next Page

- **Select Years:** Select the year you'd like to roll from one year to the next and select "Copy".

Copy Course Data By Acad Year



Copy Courses From
Fall 2023 - Summer 2024

Copy To
Fall 2024 - Summer 2025 (Default)

This will copy all institution courses from one year to another. Existing courses in the destination year will not be overridden. If a copied course does not have a match in the destination year's common prefix/number table then the course will not be copied.

Copy

Cancel

- **Double Check Data:** Once the data has been rolled, the "cleanup" (if applicable) should now be easier. You should now see all the desired courses on the "Copy To" year that you selected. You can now add/remove courses based on curriculum updates made for the "Copy To" year.

NOTE: If you are brand-new to the TCCNS site, you will need to manually add courses your first year (see next section). After you manually add your alignment your first year, you can then "roll" data in future years.

- **To Add Courses:**

You have two options for how to add courses to a given year.

- **OPTION 1 – Select "Add Course":**

On the top right of your screen, you'll have an "Add Course" option.

Add Course

On this screen, you can manually enter your information and select "Add".

Note: Private schools will not have a "Core Curriculum" area since this relates to the THECB-approved core.

Add Course

Year
Fall 2024 - Summer 2025 (Default)

Common Course
ACCT 2301 (Principles of Financial Accounting)

Institution Course Prefix
TEST

Institution Course Number
1301

Institution Course Title
Accounting at a 4-Year University

Institution Credit Hour
3

Core Curriculum
Social and Behavioral Sci

Add

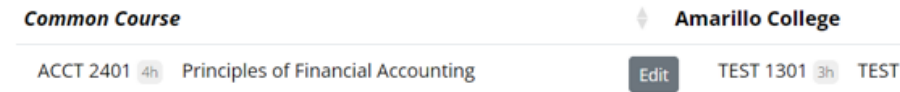
- **OPTION 2 – Select "Add":**

In the Common Course/Your School view, you can also select to "Add" a certain course number and the same options (as above) will appear.

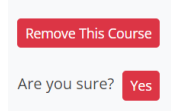
Add

- **To Remove Courses**

If you accidentally add an equivalency and/or you offered an ACGM-aligned course in a previous year that you are no longer offering for the year you are updating, you can find the equivalency and select the “Edit” button.

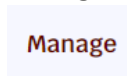


Once detailed in, select “Remove This Course”. And then Say “Yes” to “Are you Sure?” Question



To Manage Your Members

- a) **Manage:** Once logged in, select “Manage” from the top of the screen.



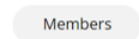
- b) **Select Institution:** Select the hyperlink associated with your Institution from the drop down list.

My Institutions

Name	Abbr	FICE	Type
Amarillo College	HAMAM	3540	C

- c) **Select Members:** Select “Members” under the “Manage” Option.

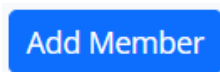
Manage



- d) Membership Management

- **Add New Member:**

- Select “Add Member”



- Enter the member’s appropriate details and select “Add Member”. When you click “refresh” the new member will appear on your list.

NOTE: Please only add .edu or other school domain addresses to avoid legitimacy questions.

Add Member ×

First Name Test	Last Name Person	Email test@test.edu
Business Title Testing this Process for Illustration Purposes	Phone Number 806-555-5555	

After a member is added, they will receive an email to activate account and set a password.
Note: If user already exist in the system, bio data will not be updated. Only membership permissions will be assigned.

Add Member Cancel

Note: The new member will be prompted to reset their password. Also, once you “refresh” and see their information, you can edit their display/rights. When possible, you may consider using a generic email like registrar@actx.edu so that students still have a contact as employees leave.

(Editing Member Access Rights Continued On Next Page)

- **To Edit Member Rights:**

Anyone on your “Members” List will display to the public.

Use the toggles to indicate display and access rights. If a toggle is moved to the right and blue, it means it’s active and if a toggle is to the left and gray, it means it’s not active.

Example Part 1 – Setting Access Rights:

Name	Title	Email	Phone	Institution Contact	Student Contact	Admin	Edit	Remove
McDonald-Willey, Kristin	Registrar	kmw@actx.edu	8063715034	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	

Is listed as institutional contact.
This does not give admin edit rights.

Is **not** listed as student contact.
This does not give admin edit rights.

Does have Admin rights (to update course and school info)

Example Part 2 – Viewing Access Rights:

When you are not logged in, select “Schools”, and then select your institution from the list. You will see your access rights in action. From Part 1, you saw Kristin should show as the Institution Contact and an Admin, but not the Student Contact and you see that in the live environment (note gray headings above each person’s name; “Admin” indicates they are a site admin and not that they are an admin at an institution).

Institution Contact

Admin

Kristin McDonald-Willey
Director of Admissions and Registrar
kmw@actx.edu
8063715034

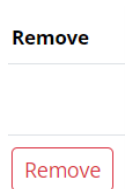
Student Contact

Admin

Ernesto Olmos
Senior Director of Advising and Completion
efolmos@actx.edu
8063715440

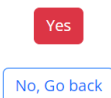
- **To Remove Member**

- Select “Remove” beside the desired member



- Confirm you want to remove the desired member by selecting “Yes”

Are you sure you want to remove Test Person from Amarillo College?



NOTE: If you are logged in under someone else’s account from your institution (e.g. someone who retired), you cannot remove that account. If a member leaves your institution, another member will need to deactivate them. If all members leave an institution so that no one can login to add/remove members, then you will need to email tcns@tacrao.org for assistance.

TCCNS External Use Guide

The TCCNS “About” Heading Tab

About

- **Learn About ACGM Course Naming and Numbering Standard:**
<https://tccns.org/about>
- **TCCNS Membership Criteria**
<https://tccns.org/about/membership>
- **History of the TCCNS Site**
<https://tccns.org/about/history>
- **TCCNS Committee Members**
<https://tccns.org/about/committee>
- **TCCNS Goals and Usage**
<https://tccns.org/about/goals>

“Check Courses” Heading Tab

You can view and compare courses with various selection options from either the main TCCNS site:

<https://tccns.org/>

OR

If you are on a different web page, select “Check Courses” in the site heading:

Check Courses

Schools Heading Tab

Schools

From the Schools tab, you can select a hyperlink of the desired school to view the school information and the access rights.

- **Student Contact Flag:** A gray “Student Contact” flag indicates this is the contact students should contact with transfer-related questions. Individuals who have this flag, but not an Admin flag cannot update the school’s information.

Student Contact

- **Institution Contact Flag:** A gray “Institution Contact” flag indicates this is the contact external entities (non-students) should contact with TCCNS-course offering related questions. Individuals who have this flag, but not an Admin flag cannot update the school’s information.

Institution Contact

- **Admin Flag:** A gray “Admin” flag indicates they have access to update the school data, school contact information, and the school TCCNS course information. Someone with only an admin flag would not be a student or institutional contact, but we are only displaying this information because the staff within a school system are often unclear with who is managing their institution’s data.

Admin

NOTE: Institutions may assign one person to all 3 roles or they may divide up who is the point of contact for various roles; the decision is up to them.

Download Matrix Tab

Select the desired year and an excel file will generate showing the TCCNS alignment information.

Note: If an institution did not supply their data for a given year, their information may be blank. Also, data prior to 2013 appears as “Archive”; this Archive data can be opened/downloaded, but to those with administrator access for a given school, these years will not appear as viewable in their individual school’s site history when they login to their administrator view—the Archived data will only live in the matrix area that is accessible to the public.

Contact Us

Anyone with issues, questions, or who needs assistance should contact tccns@tacrao.org