

Dear C-BIG User:

Budget season is right around the corner, so I'd like to equip all who are submitting 2020-21 budget plans into C-BIG with the following information:

1. **Budget Prep Document:** To prepare for budget input, please review the [2020-21 Budget Prep Document](#). In it, you will find important dates, links, and...
 - **UPDATED video tutorials:** Please see the Budget Prep Document link above for updated video tutorials that cover various topics such as Smart View installation, opening reports, and how to use budget forms. The videos may replace the need to go to an in-person C-BIG training session.
2. **CBIG Access:** If access has not been granted for individuals inputting to C-BIG this year, please submit an [Access Request Form](#) to cson@ponet.ucla.edu. Without access, users will not be able to log in for training. If you have moved departments, please contact me to change your access and update your e-mail address.
3. **C-BIG Technical Training (Public Affairs Building – Luskin Lab, Suite 1015A):** This training will provide hands-on experience navigating through the C-BIG input forms and reports. All sessions will cover the same material. Again, please determine whether an in-person training would be helpful to attend after viewing the video tutorials as referenced above. The video tutorials may provide all the information needed to complete budget tasks.

Session B1: Tuesday, December 3, 2019 | 9:30-11:00 AM [CLICK TO REGISTER](#)

Session B2: Thursday, December 5, 2019 | 9:30-11:00 AM [CLICK TO REGISTER](#)

Session B3: Friday, December 13, 2019 | 9:30-11:00 AM [CLICK TO REGISTER](#)

This email was sent to all C-BIG users using the email addresses in the C-BIG system. Please forward to individuals who may not have received this email, but will be entering data.

Please feel free to contact me at cson@ponet.ucla.edu or x53833 with any questions.

Kind regards,
Cathy

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