

Summary of CBIS Updates – May 2020

Below is a summary of recent updates to CBIS. If you have any questions about the changes, please contact your assigned capital budget analyst. The full CBIS Manual is available here:

<http://dbm.maryland.gov/budget/Pages/capbudget/CBISManual.aspx>

Password Reset

You may now reset your CBIS password online, provided that you previously answered security questions. To reset your password, click the “Click Here” link next to “Forgot password?” and follow the instructions given. If you have not yet answered the security questions, you will need to contact the Service Desk to reset your password.



If you have not set up security questions, please do so after logging into CBIS by going to the “Manage Security Questions” tab in the upper, right-hand corner of the main page. This will allow you to reset your password online in the future.

Program Status

Applicable to projects that require a program: On the “Schedule” page for a project, the options for “Program Status” are now: “Part I Approved,” “Part I/II Approved,” “Under Review,” “Unsubmitted,” and “N/A.”

Previously, instead of the “Part I Approved” and “Part I/II Approved” options, there was one “Approved” option. Projects that roll over and had the “Approved” option selected last year will default to “Part I” approved status this year. Make sure to update this section to reflect the appropriate program status.

