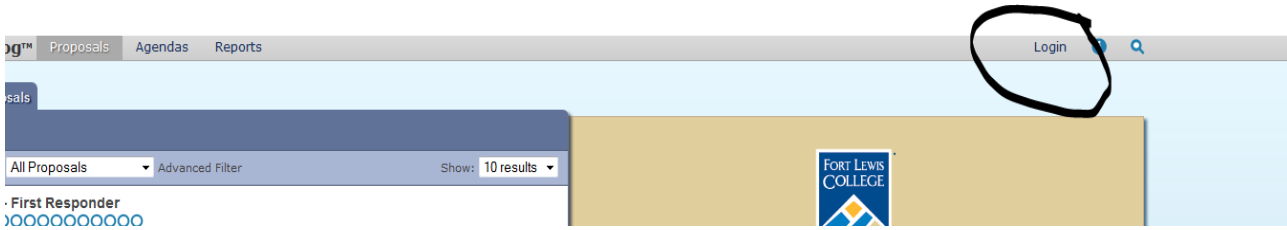


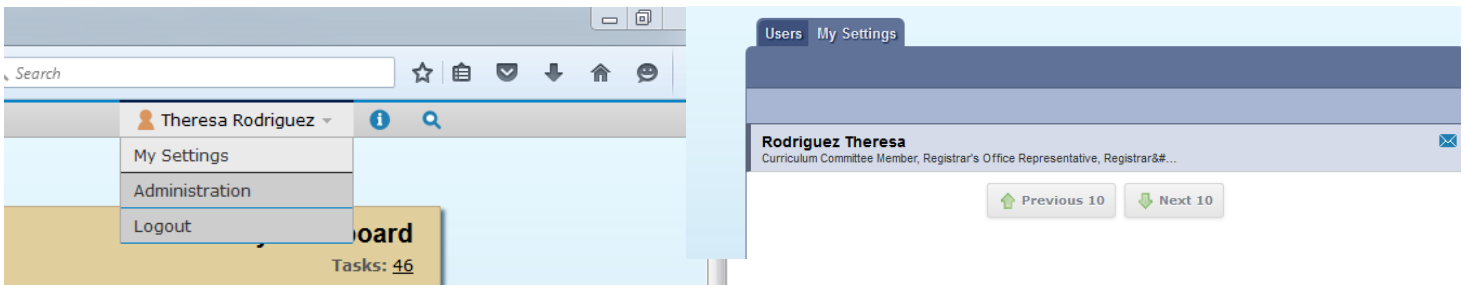
Helpful Hints using Curriculog

- ✓ Don't forget to login using your CAS login information.
 - Login link is at the top right corner of the page.



✓ Don't forget your Signature Pin.

- 1) At top right corner in Curriculog select your name.
- 2) From the menu select "My Settings"
- 3) Then select your name from the left column.
- 4) Towards the bottom of the second column, there should be a link to view your pin number. Select "View Pin"



Steps 1 & 2

Step 3

Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences.

Permissions

Can Import

System Administrator

Originator: Get all messages for user's proposals

Email Options: Weekly Email Digest

Process: Send messages for the steps in which I am involved o

Signature Steps: Use Electronic PINS for signature steps

Signature Pin [View Pin](#)

Save Preferences Cancel

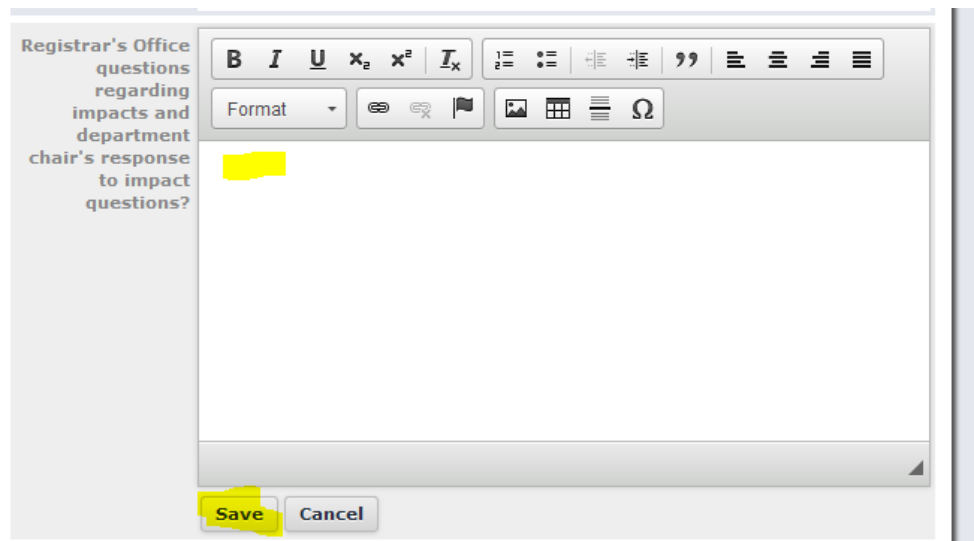
Step 4

Under the “My Tasks” tab

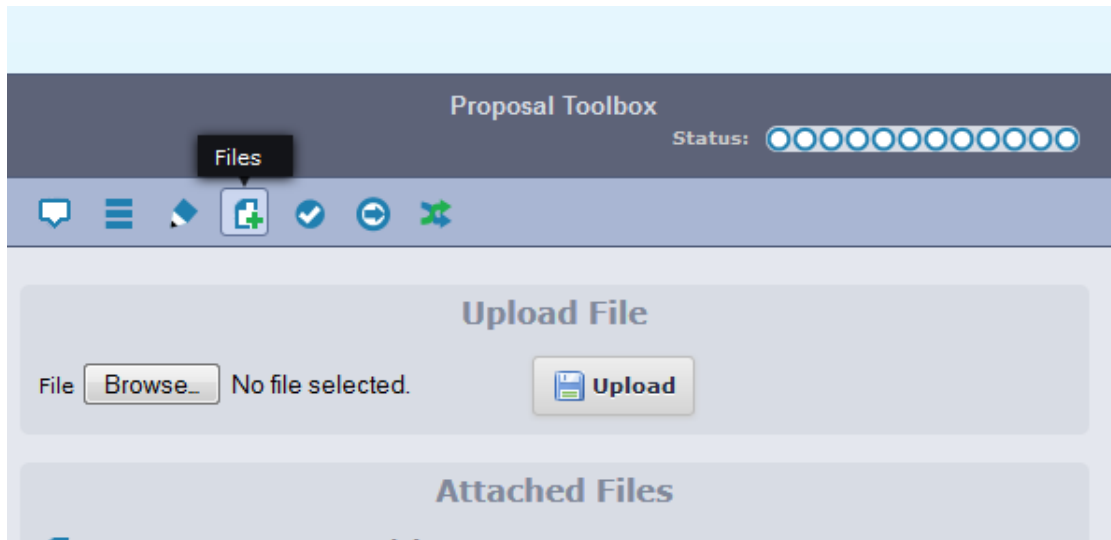
- ✓ Click on the “Edit Proposal” icon for the course you are reviewing. (Icon looks like a paper)



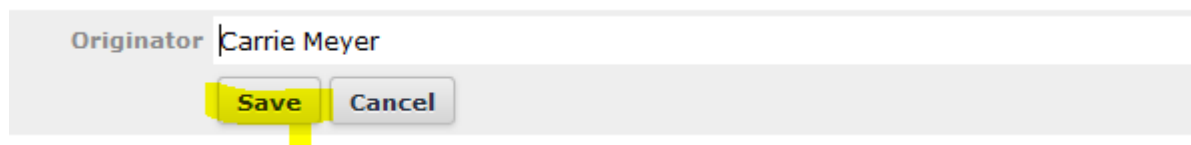
- ✓ Review the proposal
- ✓ If applicable, review the impact study questions and report.
 - **Impact Study questions** are towards the bottom of the proposal. Answer questions and click “Save”.



- If applicable, impact study report can be located under that “Files” icon. To locate attached files select the fourth icon from the right side. (Icon looks like a paper with a plus sign)



- ✓ If you need to make edits to the proposal, make sure to click “Save” after.



- ✓ If you approve the proposal select the decision icon, it is the fifth icon from the right side. (Icon looks like check mark)
 - Make your decisions and select “Make My Decision.”

