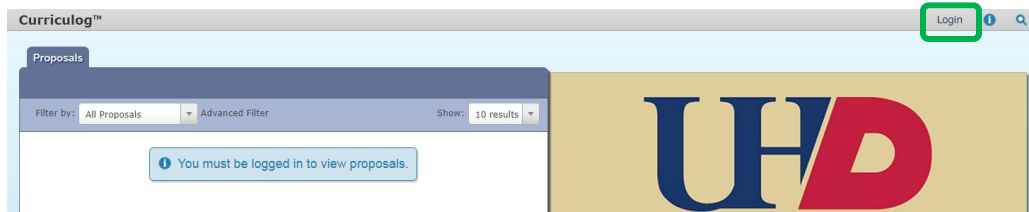




1. Login uhd.curriculog.com

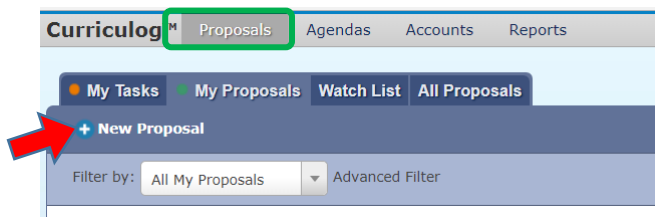
- The link on the page will direct you to Curriculog where you will log in using your UHD username and password.



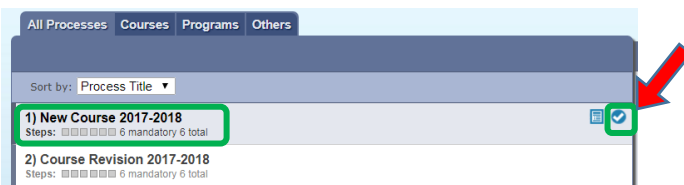
2. CREATE a Proposal for a New Course

- Choose the **Proposals** tab
- Click **+ New Proposal**

(Note: "New Proposal" means any proposal – not just a New Course proposal)



- Select **New Course** then select the check mark to start the proposal



TIP: Unsure if you have the correct form? Click the **Preview** icon to see an example of the form and its approval stages.

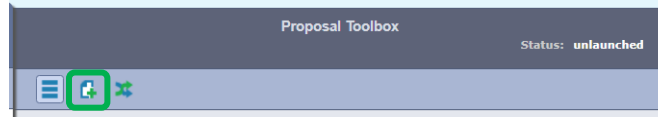
4. Fill out the form and SAVE

- Fields denoted with an asterisk are required in order to launch a Proposal.
- Instructions for filling out form fields: see Proposal Field Guide.
- Choosing a required CIP code: see the CIP Code Guide.
- Save your work at any point by clicking the "Save" button at the bottom of the form – you can come back to it later if needed.



5. Attach required files and SAVE

- Attached required forms such as a course syllabus. Navigate to the “Proposal Toolbox” in the right pane and select the “Files” button. Choose your file and upload.



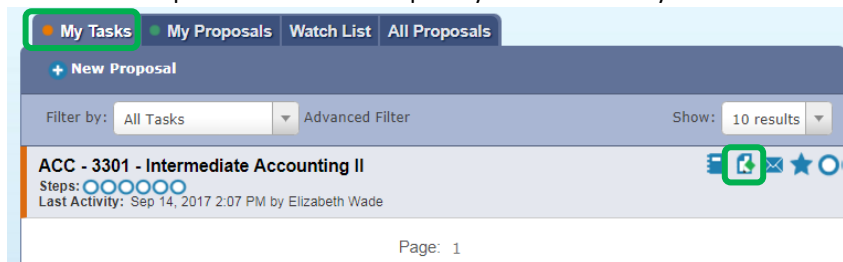
6. LAUNCH Proposal

- Select the “Launch” button in the top left corner to launch the proposal.



7. Approve

- As the originator **YOU** are the first step in the process **so you must approve the proposal** before it will move on.
- Click on “My Tasks” then the “Edit Proposal” button. At this point you can make any needed edits.



- To make your decision click on the check mark button in the “Proposal Toolbox,” located at the top of the right pane, select what you would like to do and then click the “Make My Decision” button.

