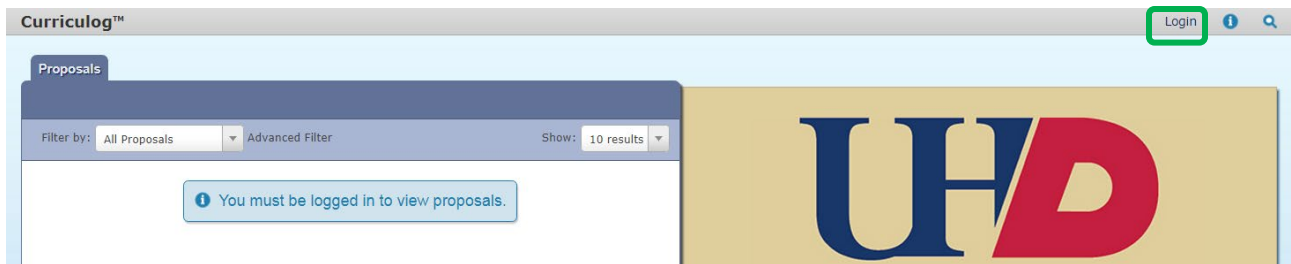



1. Contact The Office of the Provost to have a policy that needs updating imported into Curriculog.
2. Login uhd.curriculog.com
 - Click the login button in the top right corner. You will login with your UHD username and password.




3. View a Policy

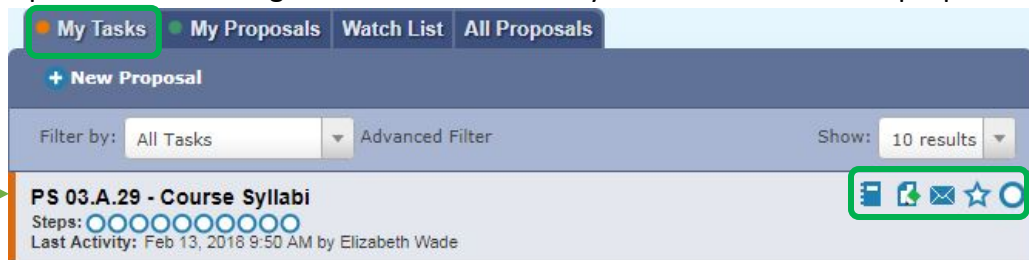
- To view a policy, click on “All Proposals” to find a list of all policies that are in an approval process.
- Hover over the policy you wish to view and click  to view the proposal.



4. My Tasks

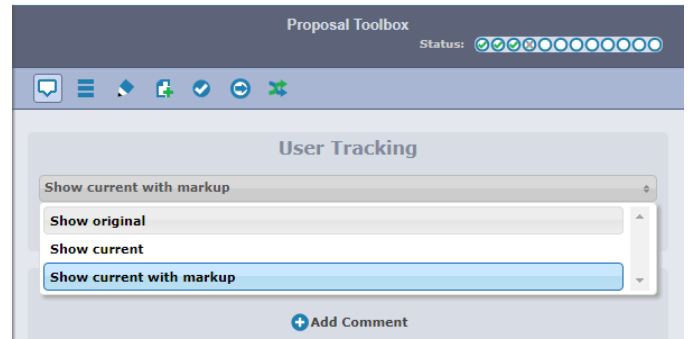
- When it is time for you to edit a policy and make a decision, you can find the policy under “My Tasks.”
- To make a decision or to edit the proposal hover over the policy and click “Edit Proposal” 
- Note: a proposal with an orange bar to the left means you have a task on that proposal.

Orange bar means you have a pending task

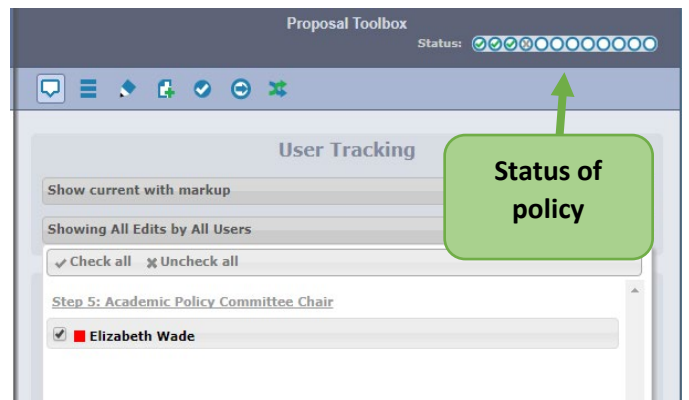


5. User Tracking

- User tracking, located on the top right side, allows you to view different versions of the proposal.
 - Original
 - Current
 - Current with markup



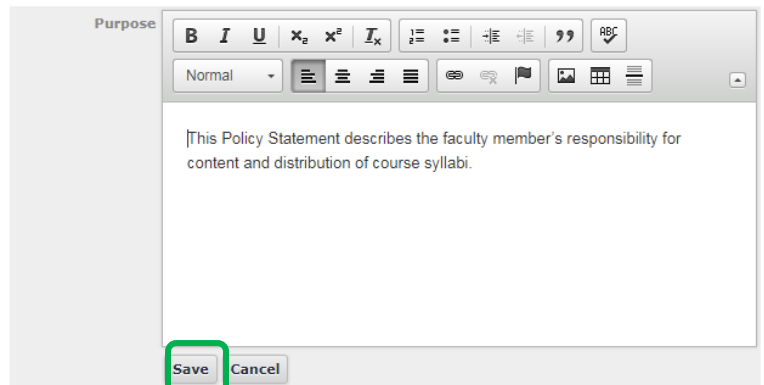
- Each person that makes an edit is given a color. With user tracking you can view all edits or select the edits you would like to see.



6. Edit Policy

- Edit the policy by clicking in the box you wish to edit and push save after each box edited.

1. Purpose



7. Approve

- 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, make a comment, and click the “Make My Decision” button.
- As a committee member you will be able to view, make edits, and give an opinion by making your decision.

The screenshot shows the 'Proposal Toolbox' interface. At the top right, there is a 'Status' indicator with five circles. Below this is a toolbar with several icons, including a checkmark icon which is highlighted with a green box. The main content area is titled 'Your Decision' and contains the question 'What would you like to do with this proposal?'. Below this question are six radio button options: 'Approve', 'Reject', 'Hold', 'Suspend', 'Cancel', and 'Custom Route'. Below the options is a text input field with the placeholder text 'Please comment on your decision below.'. At the bottom right of the form is a button labeled 'Make My Decision', which is also highlighted with a green box.

8. Notifications

- You are able to choose what notifications you want and how often you receive them.
 - You may choose to receive notifications on proposals you are involved in or just steps you are involved in.
 - Daily Digest – email of activity at the end of the day
 - MWF or TTH Digest – email of activity on Monday, Wednesday, Friday or on Tuesday and Thursday
 - Weekly Digest- email of activity at the end of each week
 - All emails – receive emails in real time as activity happens

The screenshot shows the 'User Rights' configuration page. At the top, there is a note: '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.' Below the note is a section titled 'Permissions' with three checked checkboxes: 'Can Originate Proposals', 'Can Import', and 'System Administrator'. Under 'System Administrator', there are four dropdown menus: 'Originator' (set to 'Get messages for comments and edits only for user's pr'), 'Email Options' (set to 'Daily Email Digest'), 'Process' (set to 'Send messages for proposals in which I am involved onl'), and 'Signature Steps' (set to 'Use Electronic PINS for signature steps'). Below these is a 'Signature Pin' field with the text 'You have not been assigned a signature pin.' At the bottom right are two buttons: 'Save Preferences' and 'Cancel'.

Curriculog Activity Digest

Proposals in which you are involved have changed. Modifications, comments and movement through the curriculum process triggers these notifications from Curriculog, so you can be informed about the curriculum process. You (or your system administrator) have opted to receive these messages once a day. For more information, click the links in the email to log into Curriculog and view the specific proposals. You can also find these messages in your User Dashboard under "My Notifications".

PS 03.B.24 - Admission of Graduate Students

10:15 am: The proposal, PS 03.B.24 - Admission of Graduate Students, with the step of President has been approved and is moving on to the No More Steps - Proposal is completed step. [Click here](#) to view the proposal.

10:15 am: The proposal, PS 03.B.24 - Admission of Graduate Students, with the step of President has been approved and is now completed. [Click here](#) to view the proposal.

10:14 am: The proposal, PS 03.B.24 - Admission of Graduate Students, with the step of Academic Affairs Council Edits has been approved and is moving on to the President step. [Click here](#) to view the proposal.

10:14 am: Elizabeth Wade has made an edit on the Purpose field for your proposal, PS 03.B.24 - Admission of Graduate Students. [Click here](#) to view the proposal.

10:12 am: The proposal, PS 03.B.24 - Admission of Graduate Students, is moving on to the next step and has become your new task. [Click here](#) to view the proposal in Curriculog and complete your task.

10:12 am: Catherine Bowen commented on your proposal, PS 03.B.24 - Admission of Graduate Students, with the following comment:

yup

[Click here](#) to view the proposal.

10:12 am: The proposal, PS 03.B.24 - Admission of Graduate Students, with the step of Academic Affairs Council has been approved and is moving on to the Academic Affairs Council Edits step. [Click here](#) to view the proposal.

9. Help

- For Curriculog help contact Elizabeth Wade at wadee@uhd.edu