1. **Contact The Office of the Provost** to have a policy that needs updating imported into Curriculog.

2. **Login** [uhd.curriculog.com](http://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 ![View Proposal](viewProposal.png) 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” ![Edit Proposal](editProposal.png)
   - Note: a proposal with an orange bar to the left means you have a task on that proposal.
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.
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.

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
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:

You

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