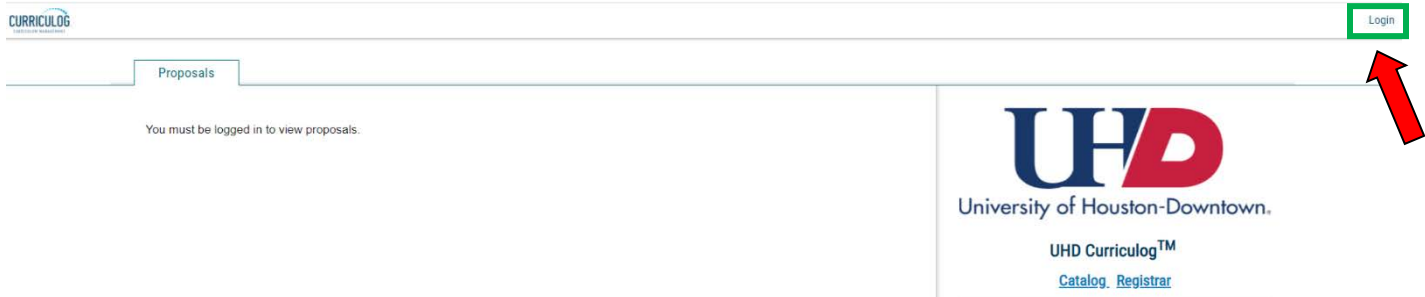




1. Login uhd.curriculog.com

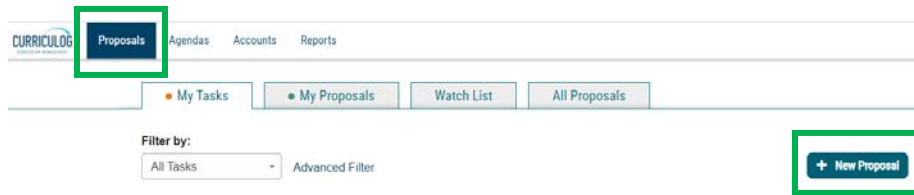
- The link on the page will direct you to Curriculog where you will log in using your UHD username and password.



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)



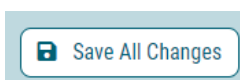
- Select **New Undergraduate Course** then select the check mark to start the proposal



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

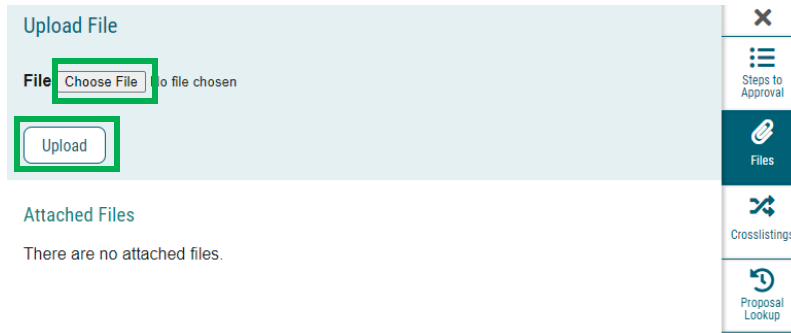
4. Fill out the form and SAVE

- 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.



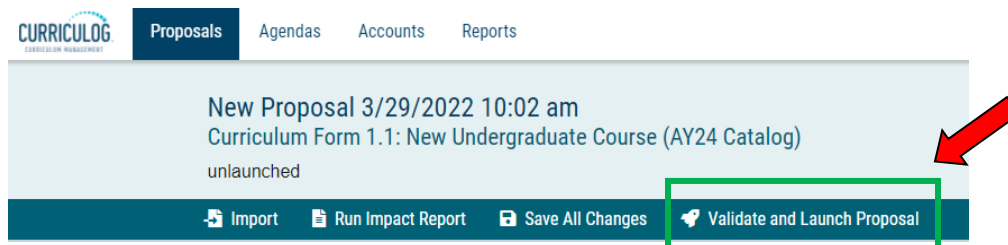
5. Attach required files and SAVE

- 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 “Validate and Launch Proposal” button in the upper right corner to launch the proposal.



- Click the Launch Proposal button

Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.



7. Approve

- Once you have launched the proposal it will begin the approval process
- The proposal will appear in your task list under the “My Proposals” tab
- Note:** You may not edit the proposal after launch unless you are included in a particular step of the approval process

