STEP 1: Navigate to Curriculog from the following link: University of Memphis Curriculog.



STEP 2: Click on *Login* on the top right of the screen.



STEP 3: Login with you UofM email address and the password 'pleaseletmein', if you have not already changed your

password. Then click on Login.

| Welcome to Curriculog | | | | | | |
|---|--------------|--|--|--|--|--|
| Please login to view your personal dashboard. | | | | | | |
| Login: vcrynlds@memphis.edu | | | | | | |
| Password: | | | | | | |
| | | | | | | |
| | Login Cancel | | | | | |

• After you login the first thing you will see is the **My Tasks** Tab. This tab shows every proposal with which you are involved that at that time needs you to 'decide' on approval or rejection.

| riculog™ Proposals Agendas Accounts Reports | | | 🙎 Victoria Tardugno 👻 | 0 |
|--|--------------------|-------------------------|---|---|
| My Tasks My Proposals Watch List All Proposals | | | | |
| + New Proposal | | | My Dashboard | |
| Filter by: All Tasks | Show: 10 results 🔻 | | Tasks: <u>2</u> | |
| | | My Recent Notifications | | |
| No Proposals Found | | Apr 9 | Approved: The proposal, PSYC - 4025 - Organizational Behavior, with the step of College Dean has been approved and is moving on to the Undergraduate Vice Provost step. Click here to view the proposal. | |
| | | Apr 9 | Decision: Deborah Tollefsen has decided to approve your proposal, PSYC - 4025 - Organizational Behavior. Click here to view the proposal. | |
| | | Apr 9 | Decision: Victoria Tardugno has decided to approve your proposal, PSYC - 4025 - Organizational Behavior, with the following comment: I have been able to view the Syllabus and it looks good to me. Click here to view the proposal. | |
| | | Apr 9 | Comment: Victoria Tardugno commented on your proposal, PSYC - 4025 - Organizational Behavior, with the following comment: I have uploaded the PDF Syllabus. I can pull it up but can anyone else?. Click here to view the proposal. | |
| | | Apr 9 | Modified Proposal: Helen Sable has removed a file from the proposal, PSYC - 4025 - Organizational Behavior. Click here to view the proposal. | |
| | | My Upcomin | ng Events 🗮 | |
| | | | No Upcoming Events | |

STEP 4: To create a new proposal click on + New Proposal



STEP 5: To create a new course proposal or special topics proposal you can look under the **All Processes** Tab or under the **Courses** Tab.

| All Processes Courses Programs Others | | | | |
|---|--|--|--|--|
| | | | | |
| Sort by: Process Title V | | | | |
| 1. Test Undergraduate Course Revision Steps: 1 4 mandatory 4 total | | | | |
| 1. Test Undergraduate Request for New Course Steps: 1 4 mandatory 4 total | | | | |
| 2019-2020 Graduate Request for Special Topics Steps: 2020 4 mandatory 5 total | | | | |
| 2019-2020 Undergraduate Request for Special Topics Steps: 1100 5 mandatory 6 total | | | | |
| 2020-2021 Graduate Course Revision Steps: 23222 7 mandatory 8 total | | | | |
| 2020-2021 Graduate Request for New Course Steps: 2020-2021 Graduate Request for New Course | | | | |
| 2020-2021 Graduate Request for Special Topics Steps: Steps: Steps: | | | | |
| 2020-2021 Undergraduate Course Revision Steps: 2020-2021 Undergraduate Course Revision | | | | |
| 2020-2021 Undergraduate Request for New Course Steps: 000000000000000000000000000000000000 | | | | |

STEP 6: Find the New Course request or the Special Topics request that you wish to choose. Click on the <u>document</u> to preview the form or on the <u>checkmark</u> to start the Proposal. *Note – 4/6 course must be entered into Curriculog separately on all course forms except Special Topics.



STEP 7: Fill out the proposal after reading the **** Instructions **** section. click on the <u>help text</u> icon. Upload any required/needed documentation by clicking on the <u>plus page</u> icon.

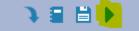


6 ≙ ↔

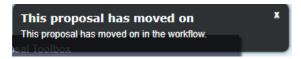
STEP 8: Click on the *save* icon if you are not ready to launch the proposal.



STEP 9: Once you are ready to submit your proposal, click on the <u>*play*</u> icon to launch the proposal.



• After you have launched the proposal you will see this box in the top right-hand corner:



STEP 10: After you launch your proposal, you must go in and 'decide' to approve your proposal. Click on the <u>checkmark</u> icon to make your decision.



STEP 11: Click on either <u>approve</u> or <u>reject</u>, you can also put a comment if you choose when you approve or reject the proposal. (If you reject the proposal, it is required that you make a comment.) After you have decided and possibly commented, press <u>Make My Decision</u>.

| Your Decision | |
|---|--|
| What would you like to do with this proposal? | |
| Approve Reject | |
| Please comment on your decision below. | |
| | |
| | |
| | |
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| | |
| | |
| Make My Decision | |
| | |

• After you make your decision, it will move on to either the Department Committee or the Chair. This depends on how your department is set up.

VIEW YOUR PROPOSAL'S

To view proposals that you have originated, click on the **My Proposal Tab.** This will show all the proposals that you have launched.

| Curriculog™ | Proposals | Agendas | Accounts | Reports | |
|-------------|--------------|----------------------------------|--------------|---------------|--------------------|
| _ | _ | | | | |
| • My | / Tasks 👘 🕅 | ly Proposals | Watch List | All Proposals | |
| ÷ N | lew Proposal | | | | |
| Filter | by: All My P | roposals | - Advanced F | ilter | Show: 10 results 💌 |
| Steps: | 000000 | ed to Know - 018 9:55 AM by \ | |) | |
| | | | Pag | e: 1 | |