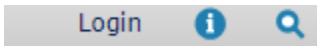# How to Create a New Course/Special Topics Proposal in Curriculog
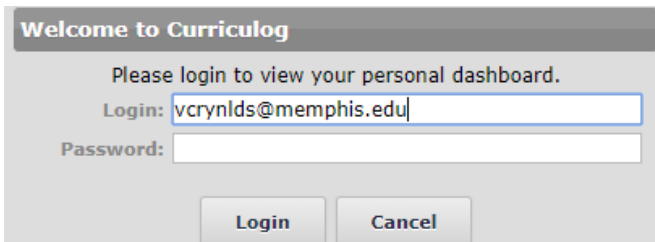
**STEP 1:** Navigate to Curriculog from the following link: University of Memphis Curriculog.

**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.*

- 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.
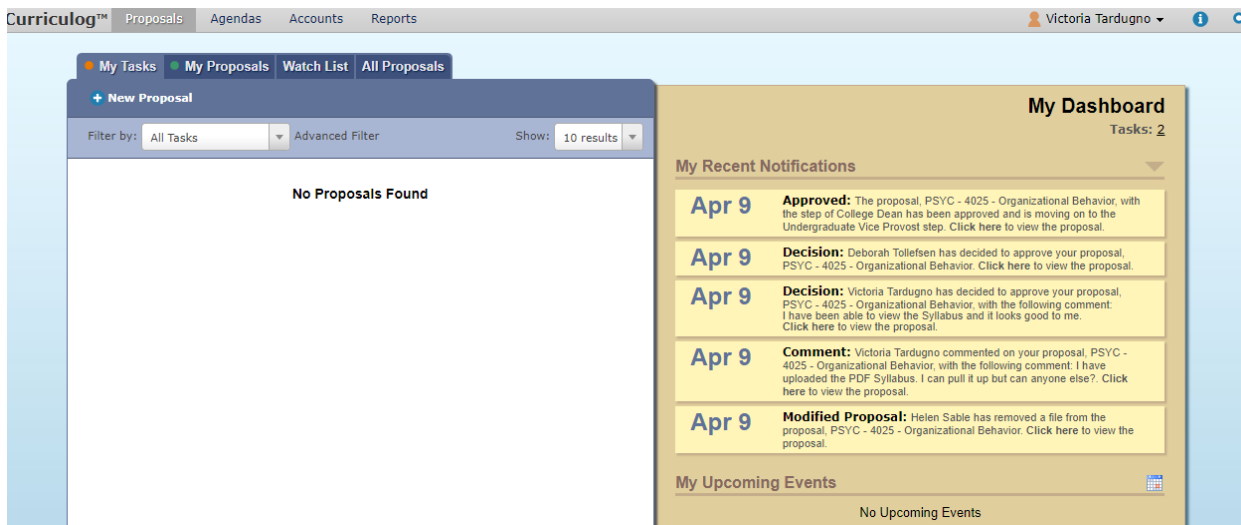
STEP 4: To create a new proposal click on *+ New Proposal*
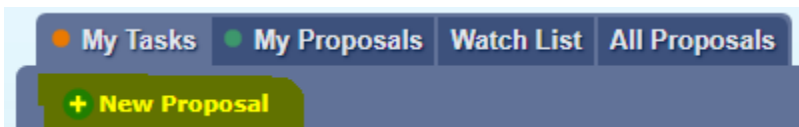
How to Create a New Course/Special Topics Proposal in Curriculog

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.

STEP 6: Find the New Course request or the Special Topics request that you wish to choose. Click on the _document_ to preview the form or on the _checkmark_ 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 _help text_ icon.

Upload any required/needed documentation by clicking on the _plus page_ icon.

# How to Create a New Course/Special Topics Proposal in Curriculog

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 _play_ icon to launch the proposal.

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

This proposal has moved on
This proposal has moved on in the workflow.
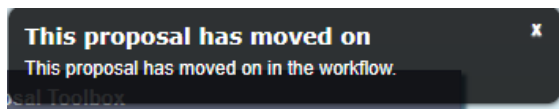
STEP 10: After you launch your proposal, you must go in and 'decide' to approve your proposal. Click on the _checkmark_ icon to make your decision.

STEP 11: Click on either _approve_ or _reject_, 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 _Make My Decision._

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

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.

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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.