How to Create a Program Proposal in Curriculog
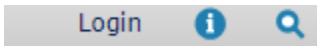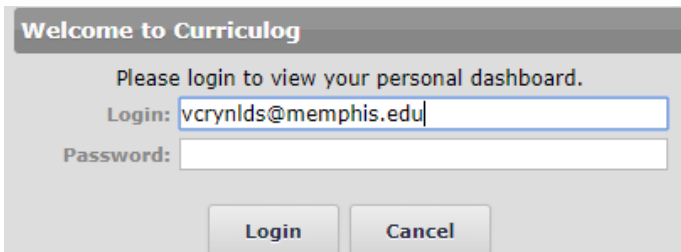
STEP 1: Navigate to Curriculog from the following link: University of Memphis Curriculog.
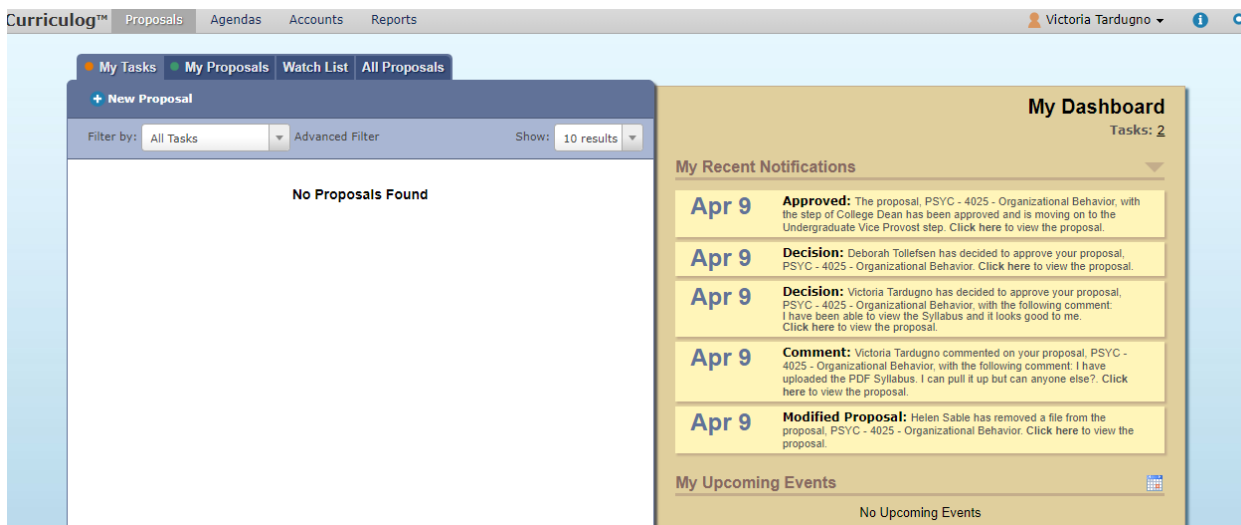

STEP 2: Click on *Login* on the top right of the screen.
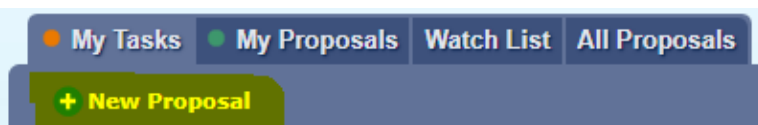

STEP 3: Login with you UofM email address and the password 'pleaseletmein', if you have not already changed your password. Then click on *Login.*

- After you login the first thing you will see is the **My Tasks** Tab. This tab shows every proposal with which you are involved.

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

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STEP 5: To create a program proposal you can look under the **All Processes** Tab or under the **Proposal** Tab.

STEP 6: Find the Program request that you wish to choose. Click on the _document_ icon to preview the form or on the _checkmark_ icon to start the Proposal.

STEP 7: Click on the _help text_ icon. Read the Instructions, fill out the proposal and upload any required/needed documentation by clicking on the _plus page_ icon. Please make sure that you choose "Program" under the Choose

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Program/Program Type. Under the Prospective Curriculum, please import or add only one course that you know will be taught in that Program and then continue the proposal.

STEP 7a: <u>Program Revisions and Catalog Changes/Edit</u> - Fill out the proposal after reading the ****Instructions**** section. Before importing choose "Program" under the Choose Program/Program Type field. Import your program by clicking on the *down arrow* icon at the top of the page.

STEP 7b: Choose the Catalog available by clicking on it. Filter by name using the dropdown, then type in the field you selected and click on *Search Available Curriculum*. The program will populate within the same box.

After clicking on the program, a new screen will pop up that looks like the picture below. Ignore any orange lettering and click on *Import this Item*.

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After you import the program, click on the *help text* icon.

*Note – Acalog Hierarchy will not import anything, choose your department from the dropdown menu.
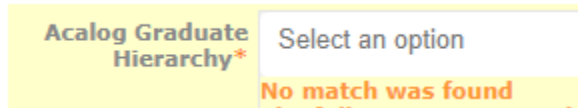
STEP 7c: Click on the *help text* icon. Read the Instructions, fill out the proposal and upload any required/needed documentation by clicking on the *plus page* icon. Please make sure that you choose "Program" under the Choose Program/Program Type field.

STEP 8: Under the Prospective Curriculum, please import or add only one course that you know will be taught in that Program and then continue the proposal. *Note – If you are completing a Program Revision or a Catalog Change/Edit Proposal please skip this step.
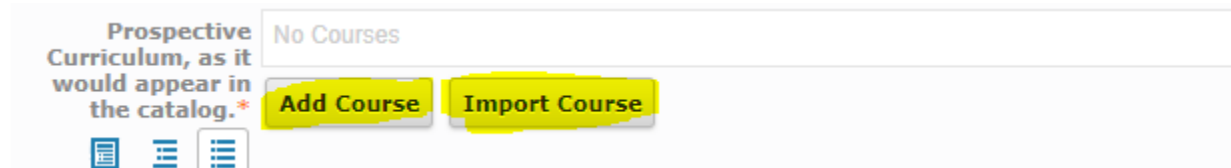
If you choose to press "Add Course" then you should be entering a New Course Proposal as well, because that course is not already in the catalog. When you choose "Add Course" you will fill in the blanks of the requested field and then press "Add Course".

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

STEP 9: Once you are ready to submit your proposal, click on the *play icon* to activate the proposal.
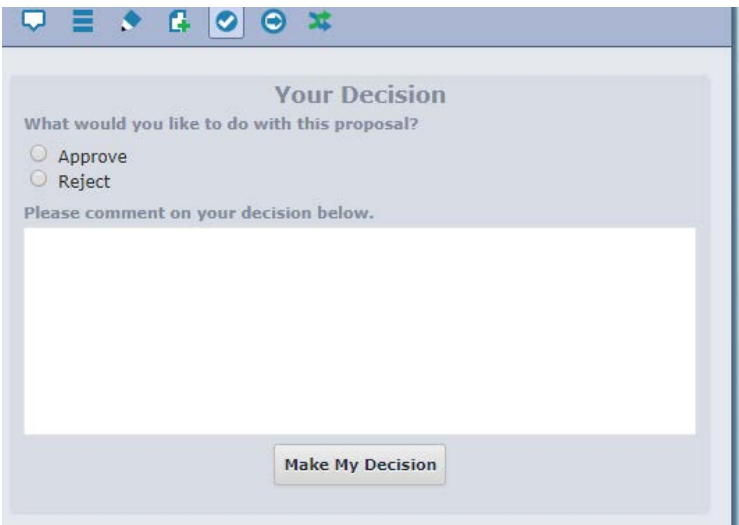
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- After you have started the proposal you will see this box in the top right-hand corner:

This proposal has moved on x
This proposal has moved on in the workflow.
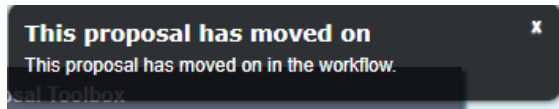
STEP 10: After you have launched your proposal, you have to go in and 'make a decision on the proposal. Click on the _checkmark_ icon to make your decision.

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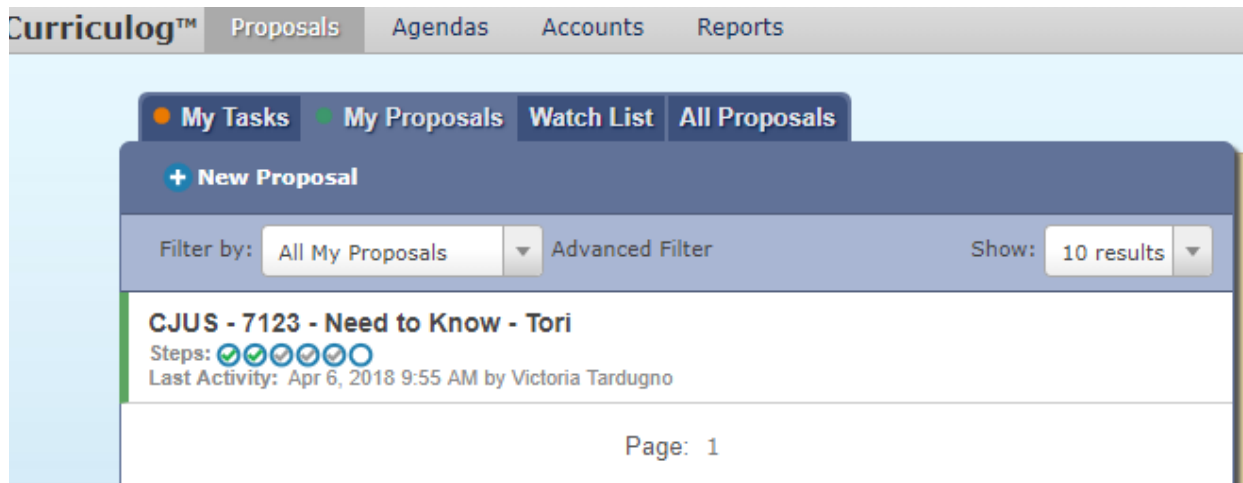
Your Decision
What would you like to do with this proposal?
- Approve
- Reject
Please comment on your decision below.

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

STEP: To view proposals that you have originated click on the **My Proposal Tab.**