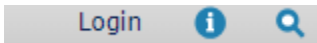# How to View Proposals and Make a Decision in Curriculog

**HOW TO GET TO CURRICULOG AND LOGIN**

**STEP 1:** Navigate to Curriculog from the following link: [University of Memphis Curriculog](https://memphis.curriculog.com).



**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.*
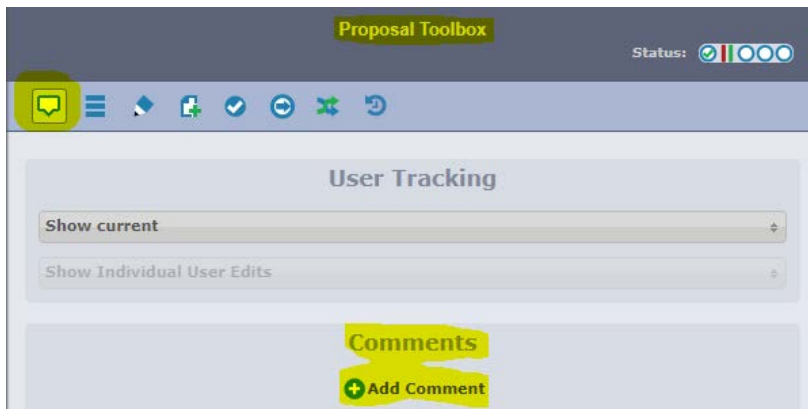


**VIEW YOUR PROPOSAL'S**

To view proposals that you have originated, click on 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.
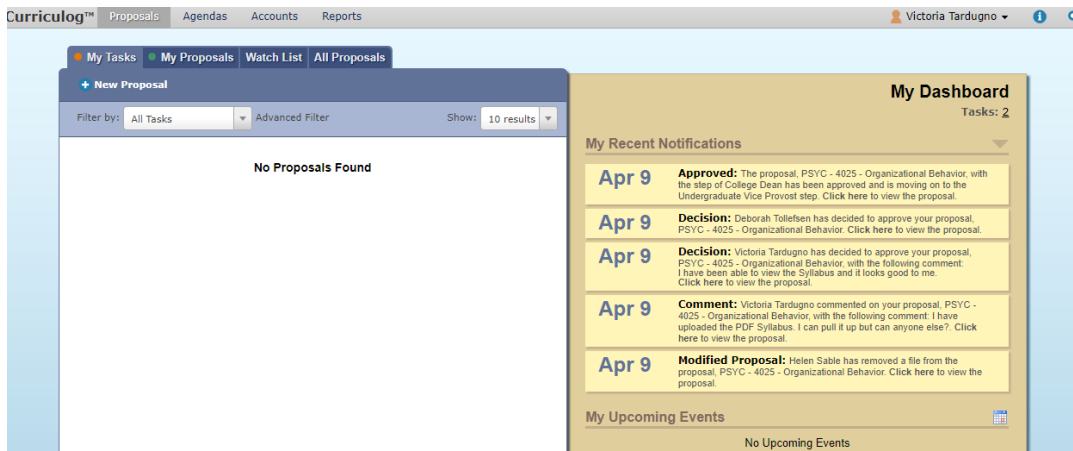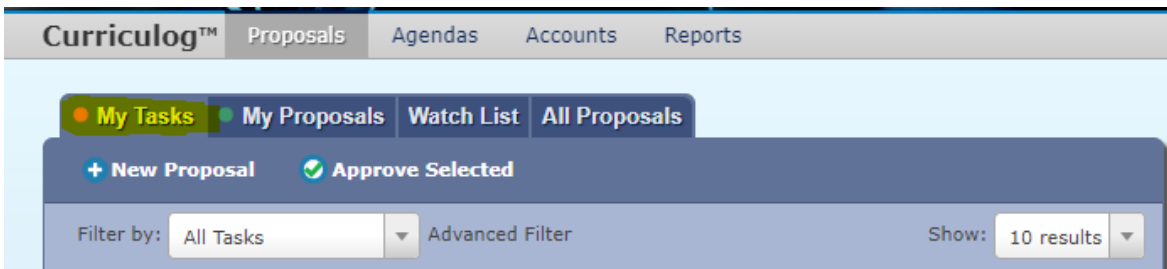
# How to View Proposals and Make a Decision in Curriculog

**MAKING A COMMENT ON YOUR PROPOSAL'S**

1. To make a comment on a proposal you must have clicked the dog-eared page to view the proposal. On the left side of the page under Proposal Toolbox you will see a Comments section. Press *+Add Comment* to create a new comment.
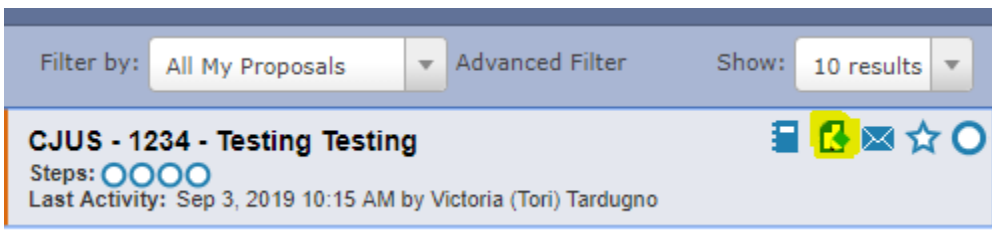


2. A box will populate for you to type and add your comment to the proposal. Click on "Add Comment" when done. *Note – A comment that has been added cannot be edited or deleted.
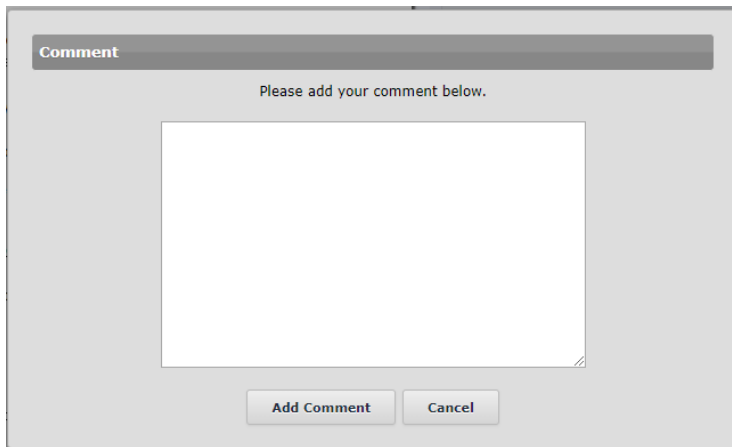


**VOTING/MAKING A DECISION ON YOUR PROPOSAL'S**

**STEP 1:** To open the document, click on the *page with the green triangle*.



**STEP 2:** After you open your proposal, review the proposal and then you will need to 'make a decision' on the proposal. Click on the *checkmark* icon to make your decision.

# How to View Proposals and Make a Decision in Curriculog



**STEP 3:** 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._



After you press _Make My Decision_ a box will show that requests your Signature Pin. The default Signature Pin is 1234 or 2468. You can view what you pin is under your "My Settings" section. If you wish to change your Signature Pin, please email Victoria (Tori) Tardugno at vcrynlds@memphis.edu.

- After you "sign" the document, it will move on to the next signature step.