

Abbreviated
CURRICULOG USER MANUAL
For Proposal Decisions

First-Time Access and Login

Because all web browsers render web pages differently, the screen shots used in this manual may differ slightly from what is displayed in your web browser. These images are intended for reference only. It is recommended that you use either the Firefox or Chrome browser when using Curriculog.

Access and Login

Faculty, staff, and administrators who work with curriculum have been given access to the system. If you attempt to log in and do not have access, please send a message to curriculum@yc.edu.

To access Curriculog, open a web browser and type in <https://yc.curriculog.com/>. Once there, bookmark the site for future reference.

Login

Once on the YC Curriculog home page, navigate to the upper right corner of the screen and select "Login" (figure 1.1). If you do not already know your login information, please contact curriculum@yc.edu. (figure 1.2).

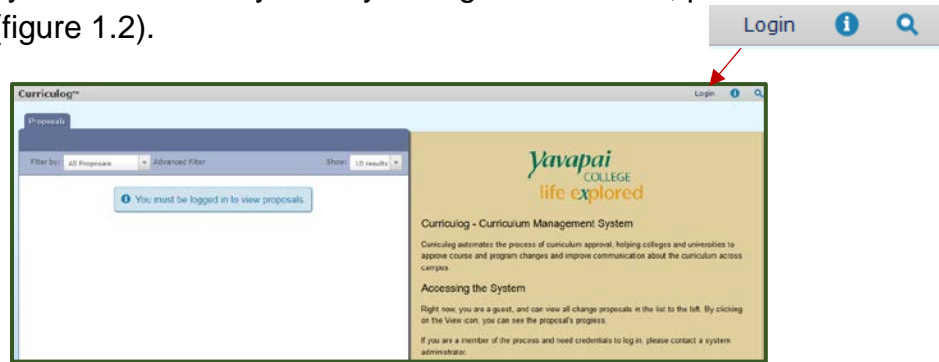


Figure 1.1 - Curriculog Home Page

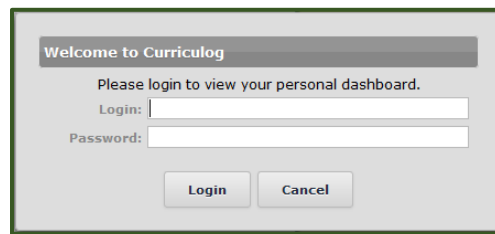


Figure 1.2. Login Entry Box

You will know that you have successfully logged in when you see your name in the upper right corner of the Curriculog toolbar (figure 1.3).

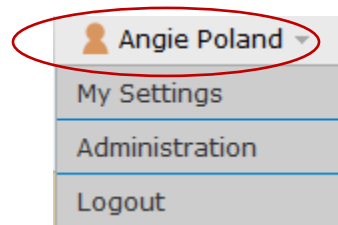


Figure 1.3. Successful login

My Dashboard

Once you have logged into Curriculog, the first screen you will see is **My Dashboard** (figure 1.4). This is your personal dashboard and serves as your gateway to Curriculog. It allows you to manage proposals and see recent notifications and upcoming events at a glance.

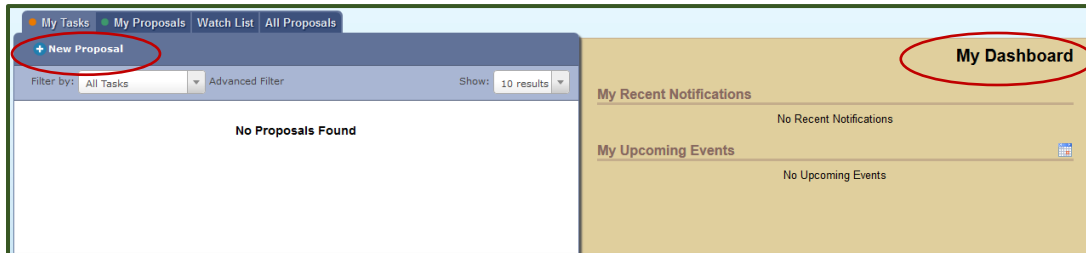


Figure 1.4 My Dashboard

Curriculog always has two panes visible, which are context-specific: the left pane and the right pane (figure 1.4). Each side has different functions, which will become evident.

In figure 1.4, the right pane will display **My Recent Notifications** and **My Upcoming Events**. If any **tasks** are waiting to be completed or marked as urgent, clickable links will appear just under the **My Dashboard** header.

Changing Your Password

The first time you log into Curriculog you should change your password. Click the down arrow next to your name in the top right pane (figure 1.5) and select **My Settings** (figure 1.6). Click on your name in the left pane to open your account summary (figure 1.7); in the right pane, click on **Change Password**. Enter your current password (figure 1.8); then enter a password of your choice and click **Update Password**.

You can also change your preferences for email notifications under the **My Settings** tab.

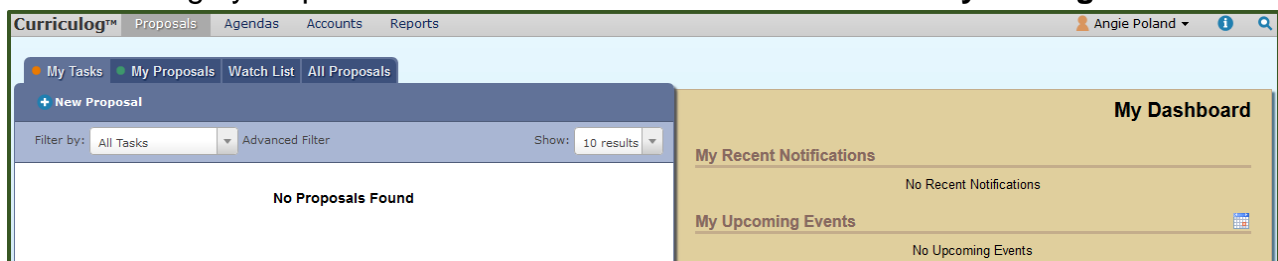


Figure 1.5. My Dashboard Screen

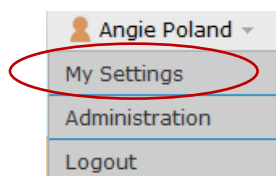


Figure 1.6. My Settings

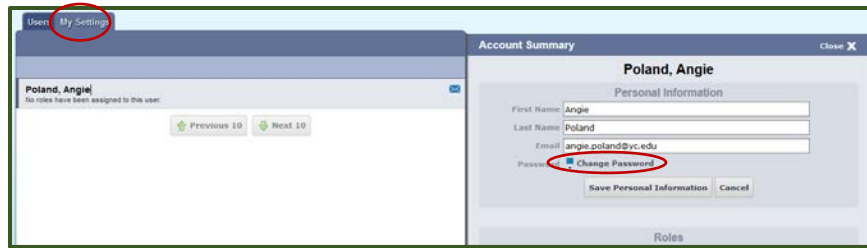


Figure 1.7. Change Password

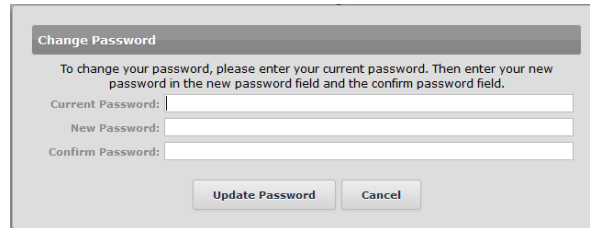


Figure 1.8. Update Password

Toolbar

Across the top left of the screen, you will find a fixed toolbar from which you may access the Proposals, Agendas, Accounts, and Reports Modules (figure 1.9).

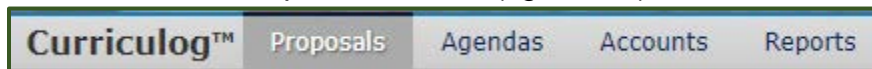


Figure 1.9. Fixed Toolbar

Proposals Module

Selecting the **Proposals module** from the top toolbar will populate the left pane with tabs relevant to managing your proposals.

Proposal Tabs

The tabs (figure 1.5) include **My Tasks**, **My Proposals**, **Watch List**, and **All Proposals**.

- **My Tasks** - lists all proposals assigned to you and awaiting action.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch. You may or may not have editing permissions or decision-making abilities on an item you are watching, as you can watch any proposal in progress. You may choose to stop watching a proposal at any time. Select the “Watch Proposal” star icon to begin watching a proposal, or deselect to stop watching a proposal (figure 1.10).



Figure 1.10. Watch Proposal Star Icon

- **All Proposals** - lists all the active proposals in Curriculumlog.

Proposal Status

There are various icons and colors associated with a proposal to indicate position in the workflow. The thin colored bar that appears to the left of a proposal will change based on an action from the user (figure 1.11).

- o **Blue** - No action currently required
- o **Green** – A proposal created by you
- o **Orange** – Waiting on action from you

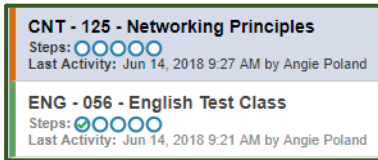


Figure 1.11. Status Bars

Numerous other icons may be associated with proposals. Hover over icons to see descriptive labels.

Reviewing Proposals and Moving them Forward

To make a decision on a proposal and move it forward in the approval process, select the “My Tasks tab” from your dashboard. Select the proposal that you would like to review, and click the “Edit Proposal” icon (figure 1.13).

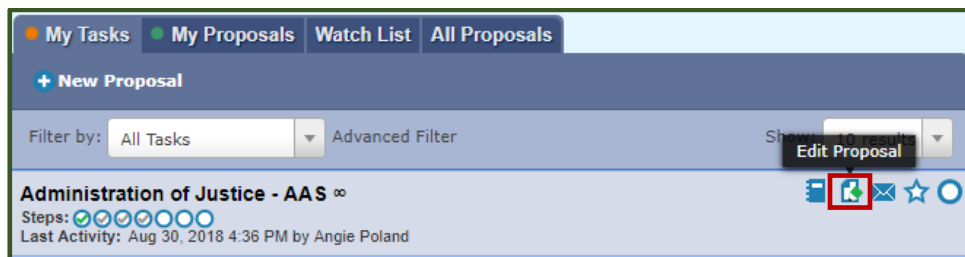



Figure 1.13. Edit Proposal

Depending on your role in the approval process, you may be able to make edits to the proposal prior to approving it. After you have reviewed the proposal, **click the DECISIONS**  **check mark (on the top right pane), then APPROVE, and click MAKE MY DECISION.** Once you **APPROVE** your proposal, it will move on to the next step of approval. If you choose to reject the proposal, it will be routed back to the Originator.

Please review the full [Curriculog User Manual](#), or contact curriculum@yc.edu , if further information is needed.