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

![Save Icon]

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

![Play Icon]

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

![Proposed Proposal Has Moved On]

**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.

![Checkmark Icon]

**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]

- 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.