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 your 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.
How to Create a Program Proposal in Curriculog

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

![Programs Tab](image)

**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
How to Create a Program Proposal in Curriculog

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: Program Revisions and Catalog Changes/Edit** - 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.
How to Create a Program Proposal in Curriculog

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.
How to Create a Program Proposal in Curriculog

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

  ![Proposal Move Icon]

  **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.

  ![Proposal 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.

  ![Proposal Decision Form]

- 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.
How to Create a Program Proposal in Curriculog

VIEW YOUR PROPOSAL'S

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