HOW TO GET TO CURRICULOG AND LOGIN

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.

VIEW YOUR AGENDA

1. Click on the Agendas verbiage in the header to get to the Agenda tabs. Under the “My Agendas” tab, you will see the Agenda that you have created for your committee/council. Click on the rectangle area to view the agenda.
How to View Agendas/Proposals and Vote in Curriculog

2. To open an individual proposal within an Agenda, look under the Proposals section at the bottom and click on the *square with the arrow* of an individual proposal.

3. To make a comment on a proposal you must have clicked the *square with the arrow* icon to view the proposal. On the left side of the page, you will see a Comments section. Press *+Add Comment* to create a new comment.
How to View Agendas/Proposals and Vote in Curriculog

4. 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.

Comment

Please add your comment below.

Comment on the proposal

Add Comment  Cancel

VOTING/MAKING A DECISION ON YOUR PROPOSAL’S

STEP 1: To open the document, click anywhere in the rectangular box.

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.

STEP 3: Click the decision you wish to choose, you can also put a comment when you make a decision on the proposal. (Any decision chosen, except Approve, requires a comment.) After you have decided and have possibly commented, press Make My Decision.
How to View Agendas/Proposals and Vote in Curriculog

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.

**Enter your signature**

Please enter your signature pin to approve this proposal.

**Signature Pin**

[Field for input]

[Sign] [Cancel]