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.

VIEWING PROPOSAL'S

Originated Proposals: To view proposals that you have originated, click on the My Proposals Tab.

Required Action Proposals: To view proposals that require an action from you, 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

Decide which proposal you wish to view and click anywhere in the rectangular box. The proposal will then open.

MAKING A COMMENT ON YOUR PROPOSAL’S

1. To make a comment on a proposal you must open the proposal. On the left side of the page there are icon tabs, you will see a “Text Bubble” icon section. Press +Add Comment to create a new comment.
How to View Proposals and Make a Decision in Curriculog

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.

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.
How to View Proposals and Make a Decision in Curriculog

**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.*

![Decision Choices](image)

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**

|                     |

**Sign**  **Cancel**