

How to Create an “Other” Proposal in Curriculog

STEP 1: Navigate to Curriculog from the following link: [University of Memphis Curriculog](https://memphis.curriculog.com).



STEP 2: Click on Login on the top right of the screen.

Login

STEP 3: Login with you UofM email address and the password ‘pleaseletmein’, if you have not already changed your password. Then click on Login.

Welcome to Curriculog

Please login to view your personal dashboard.

Login:

Password:

Login

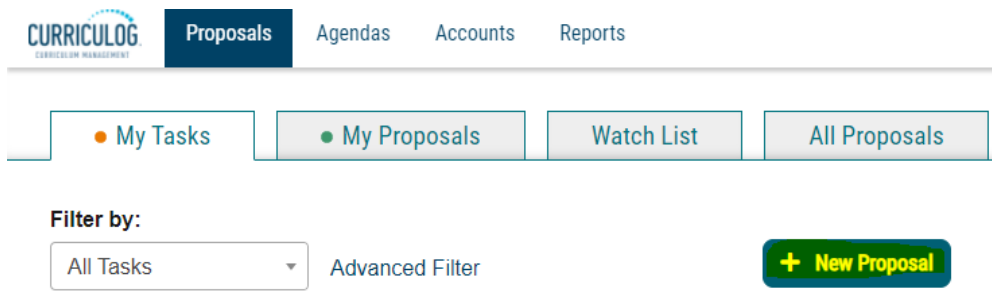
Cancel

- After you login the first thing you will see is the **My Tasks** Tab. This tab shows every proposal with which you are involved.

A screenshot of the Curriculog user dashboard. The top navigation bar includes "CURRICULOG" and menu items: "Proposals", "Agendas", "Accounts", and "Reports". The user's name "Victoria (Tori...)" and search icons are on the right. Below the navigation bar, there are four tabs: "My Tasks", "My Proposals" (which is selected), "Watch List", and "All Proposals". The main content area shows "Filter by: All My Proposals" and "Advanced Filter". Below this, it says "No Proposals Found". On the right side of the main content area, there is a "+ New Proposal" button and a "Show: 10 results" dropdown. To the right of the main content area, there are two sections: "My Recent Notifications" and "My Upcoming Events". The "My Recent Notifications" section lists several notifications with dates (Jun 16) and details about proposals and reminders. The "My Upcoming Events" section shows "No Upcoming Events".

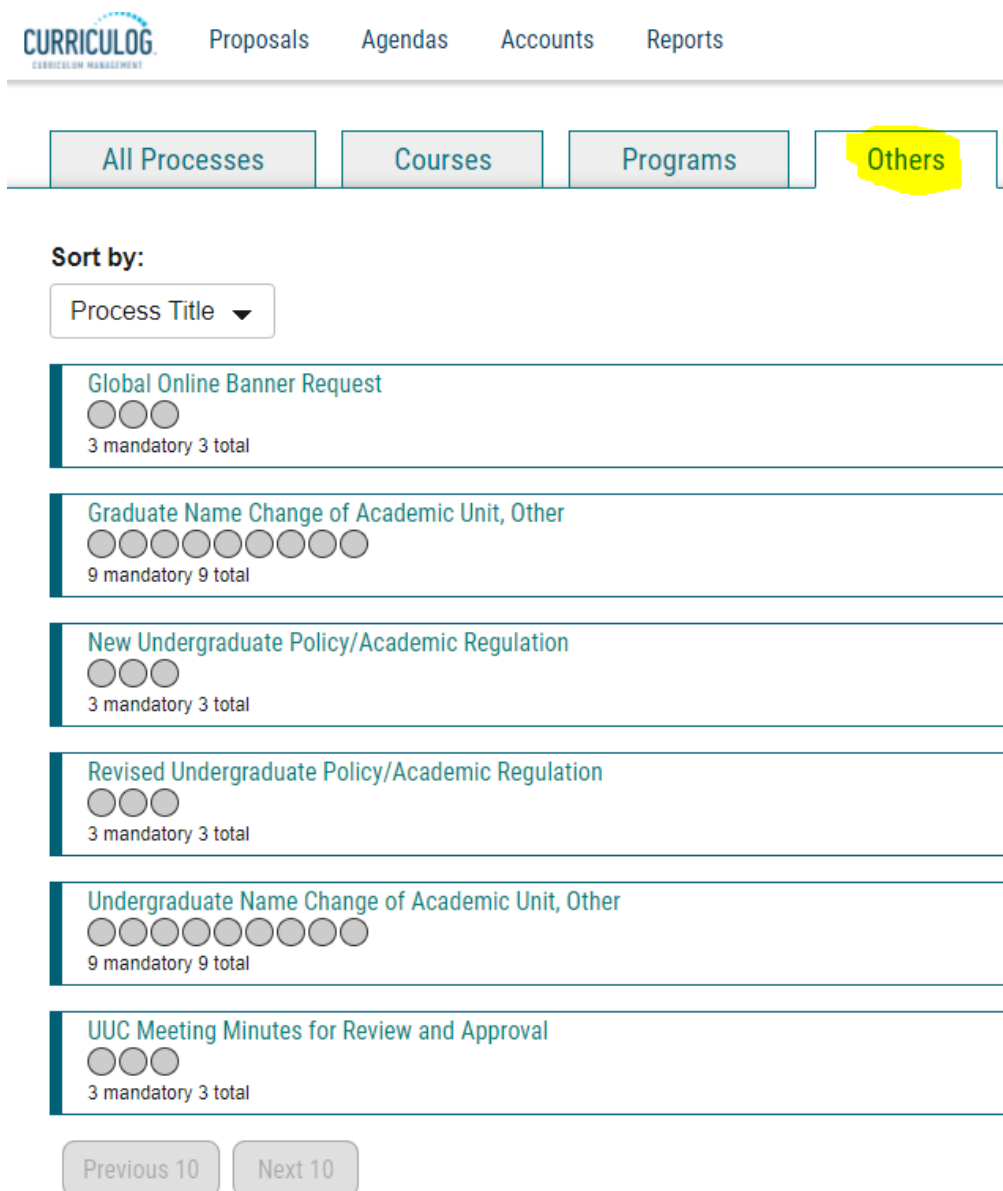
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STEP 4: To create a new proposal click on + New Proposal



The screenshot shows the Curriculog interface with the 'Proposals' tab selected. The navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below the navigation bar, there are four tabs: 'My Tasks', 'My Proposals', 'Watch List', and 'All Proposals'. A 'Filter by:' dropdown menu is set to 'All Tasks', with an 'Advanced Filter' link next to it. A prominent green button with a plus sign and the text '+ New Proposal' is visible on the right side of the interface.

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



The screenshot shows the Curriculog interface with the 'Others' tab selected. The navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports'. Below the navigation bar, there are four tabs: 'All Processes', 'Courses', 'Programs', and 'Others'. The 'Others' tab is highlighted in yellow. Below the tabs, there is a 'Sort by:' dropdown menu set to 'Process Title'. A list of proposal categories is displayed, each with a title, a progress indicator (circles), and a count of mandatory and total items:

- Global Online Banner Request: 3 mandatory 3 total
- Graduate Name Change of Academic Unit, Other: 9 mandatory 9 total
- New Undergraduate Policy/Academic Regulation: 3 mandatory 3 total
- Revised Undergraduate Policy/Academic Regulation: 3 mandatory 3 total
- Undergraduate Name Change of Academic Unit, Other: 9 mandatory 9 total
- UUC Meeting Minutes for Review and Approval: 3 mandatory 3 total

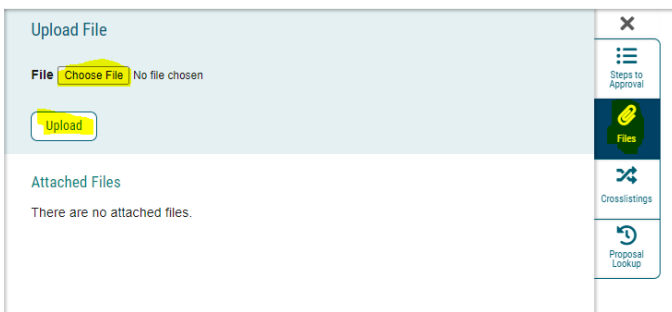
At the bottom of the list, there are two buttons: 'Previous 10' and 'Next 10'.

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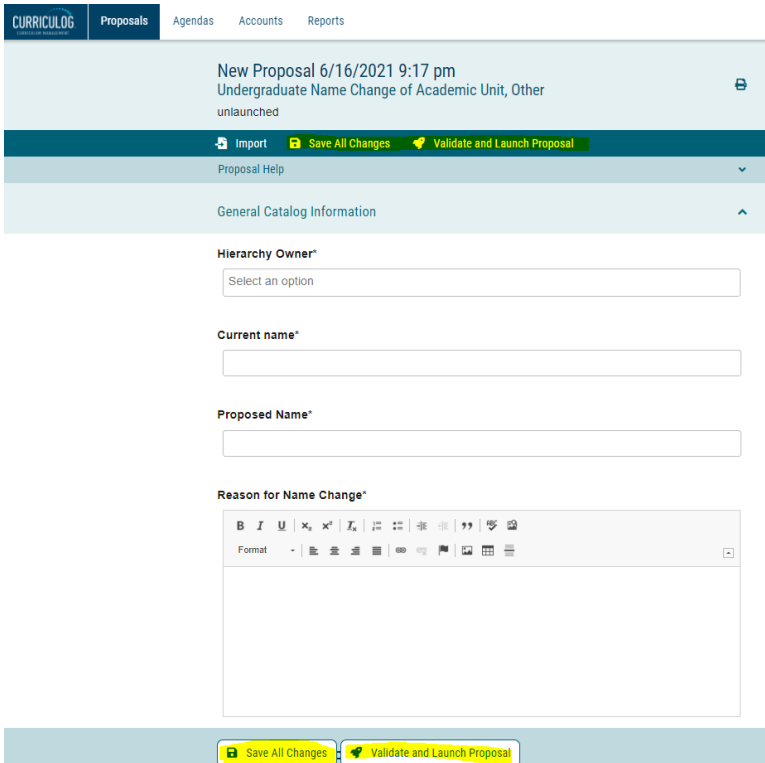
STEP 6: Find the Other request form that you wish to choose. Click on the box with the arrow icon to preview the form or on the checkmark icon to start the Proposal.



STEP 7: Fill out the proposal after reading the **** Instructions **** section. Upload any required/needed documentation by clicking on the paper clip icon/files tab on the right of the screen. Click “Choose File” to locate the file on your electronic system. After the file is selected and showing on the form click “Upload” for the document to attach to the proposal.

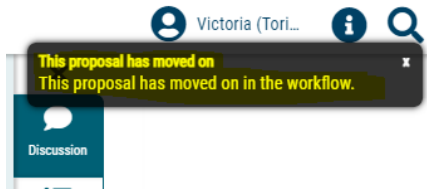


STEP 8: Click on the save all changes icon if you are not ready to launch the proposal. Once you are ready to submit your proposal, click on the rocket icon to launch the proposal. These icons are located at the top of the proposal and are also a floating bar that you can locate at the bottom of the screen.



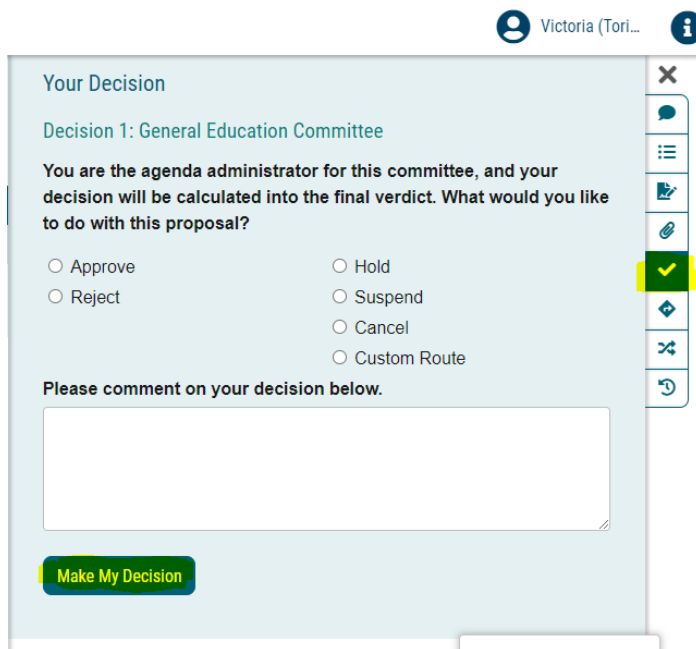
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STEP 9: After you have launched the proposal you will see this box in the top right-hand corner:



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.

- Click on the decision you wish to select; you can put a comment if you choose. (Every decision except “Approve” requires that you make a comment.) After you have decided and possibly commented, press Make My Decision.



STEP 11: 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

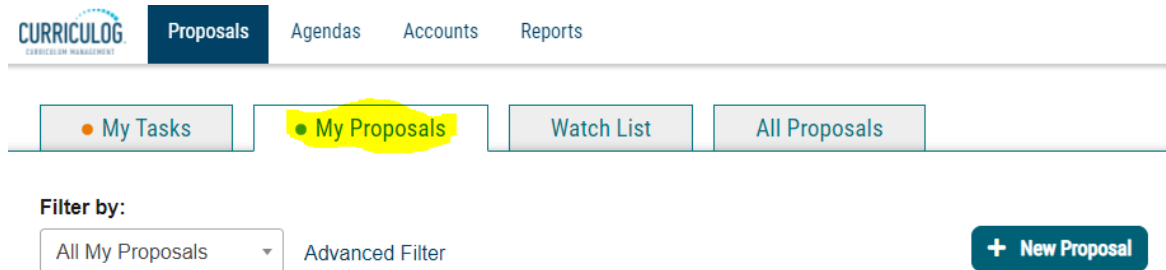
Please enter your signature pin to approve this proposal.

Signature Pin

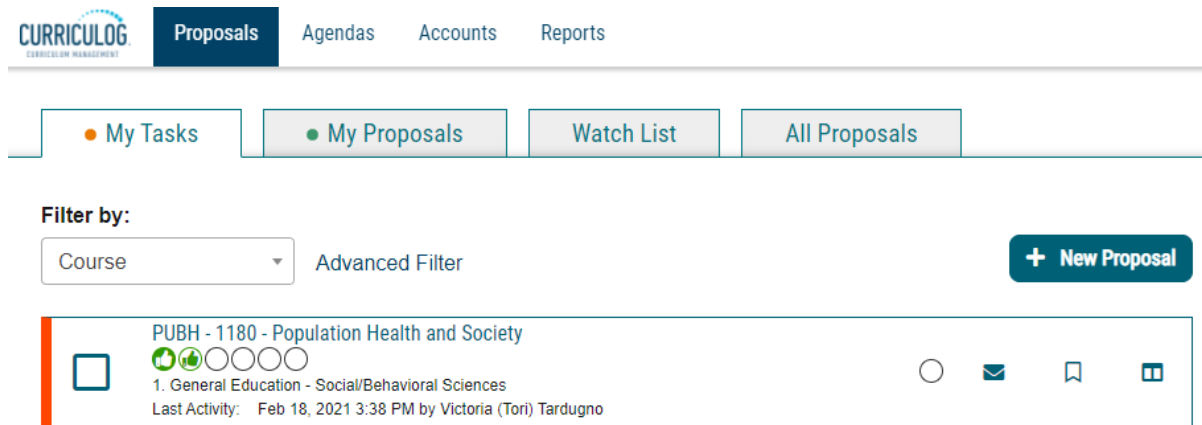
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VIEW YOUR PROPOSAL'S

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














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



Here are icons you may see in relation to a proposal.

Curriculog Help

Listed below are the symbols and colors utilized in Curriculog:

- | | |
|---|---|
|  = has not made a decision |  = task |
|  = approved |  = mine |
|  = rejected |  = stuck |
|  = held |  = urgent, out of date import source |
|  = suspended | |
|  = cancelled | |
|  = multiple decisions | |

Ok