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.

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

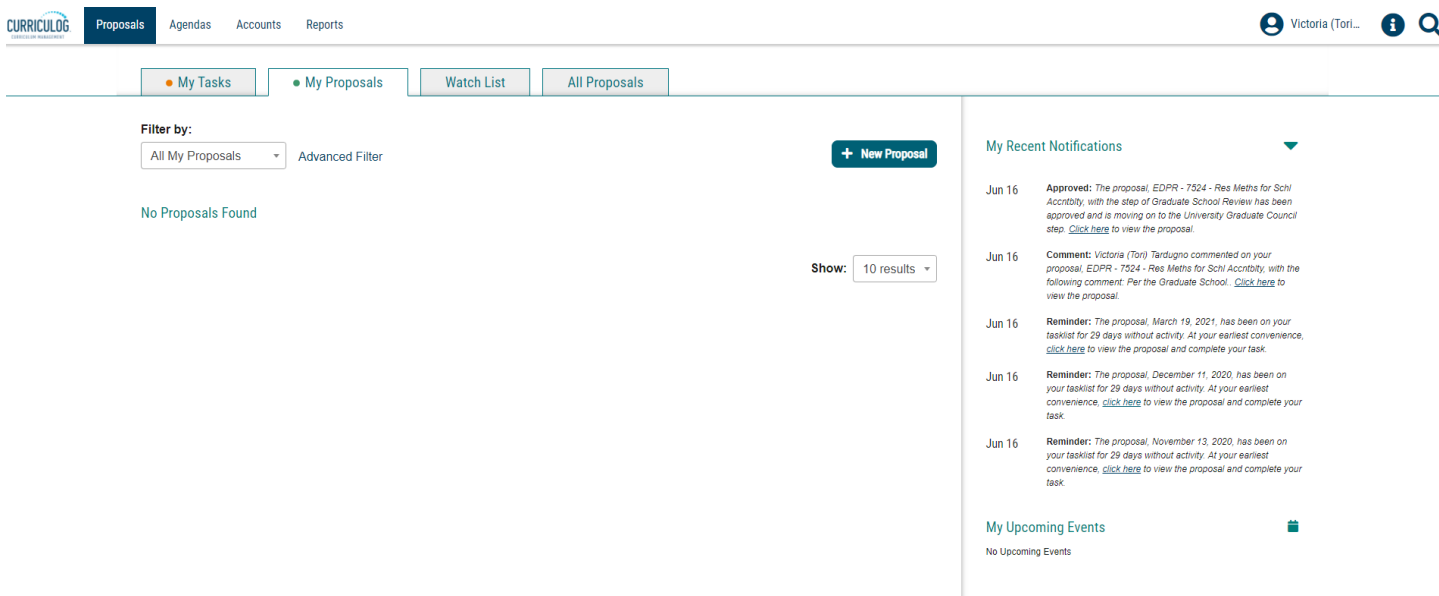Please login to view your personal dashboard.
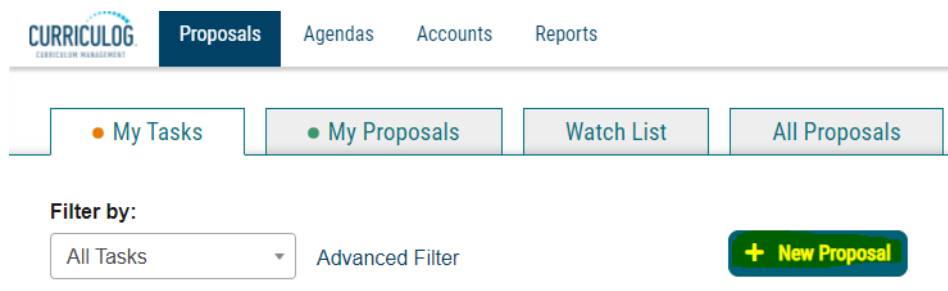
Login:

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 that at that time needs you to 'decide' on approval or rejection.
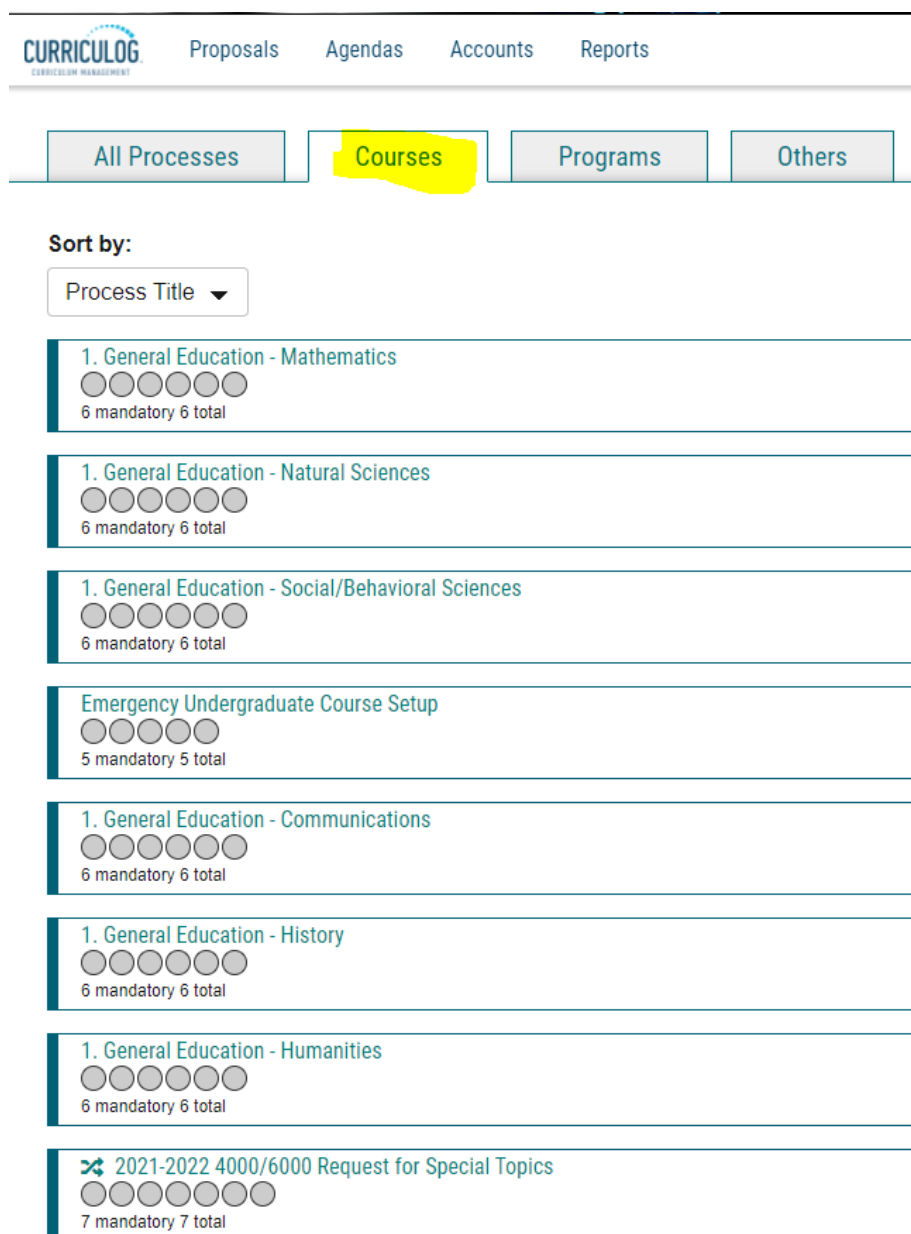
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STEP 4: To create a new proposal click on *+ New Proposal*

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.

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STEP 6: Find the New Course request or the Special Topics request that you wish to choose. Click on the *box with the arrow* 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. 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:
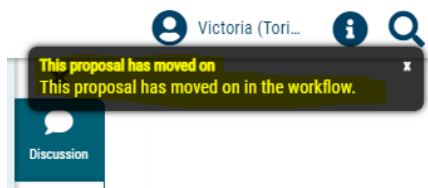
STEP 10: After you launch your proposal, you must go in and 'decide' to approve your proposal. Click on the *checkmark* icon to make your decision.

- 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.*

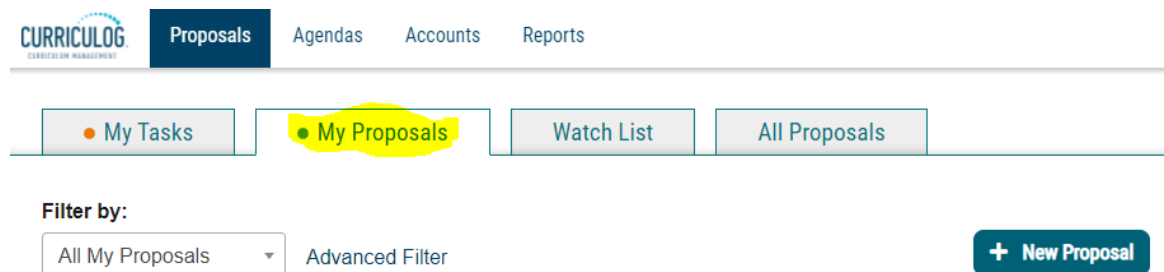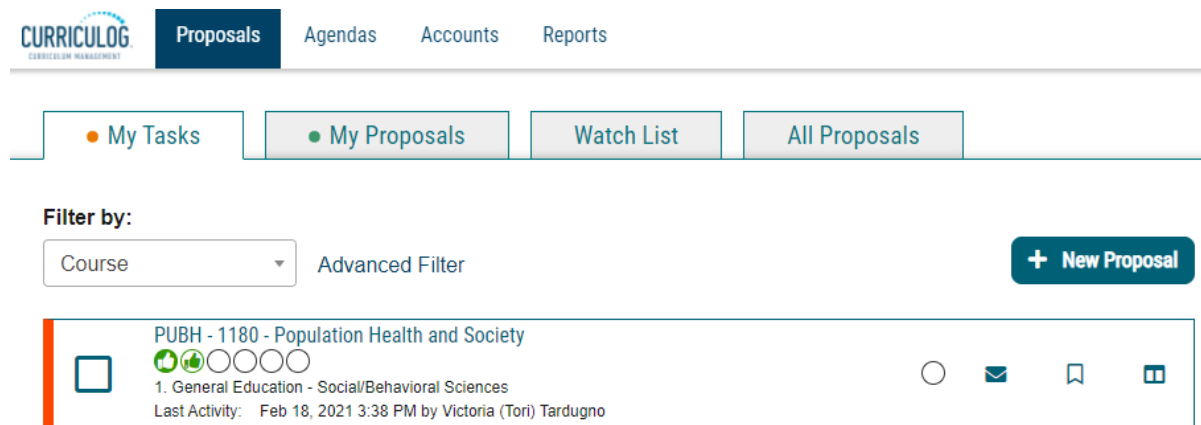- After you "sign" the document, it will move on to the next signature step.

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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.