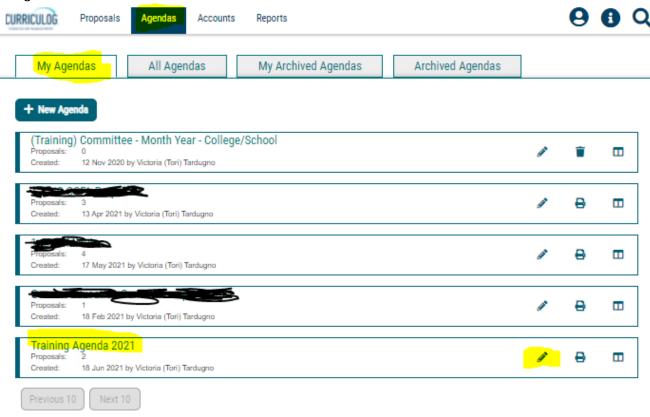
How to Approve and Archive an Agenda in Curriculog

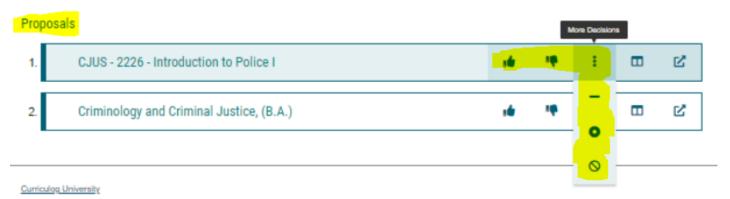
APPROVE YOUR AGENDA

1. Under the "My Agendas" tab, you will see the Agenda that you have created. Find and click on the page with the green diamond.



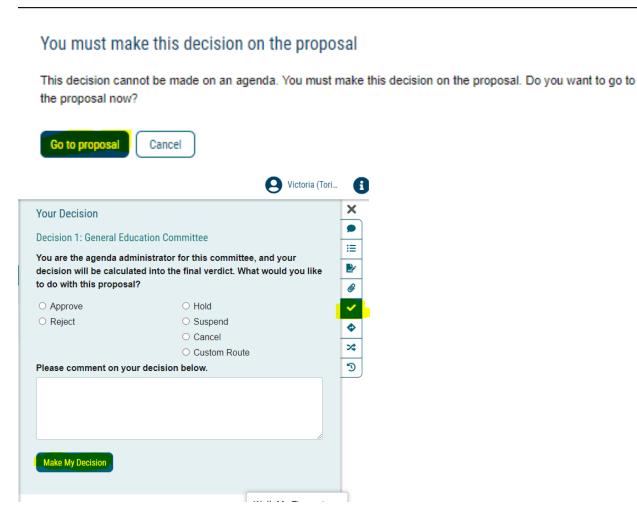
2. Under the "Proposals" section of the Agenda, you will see a thumbs up, thumbs down and a three-dot icon.

These icons are where you make a decision on the individual proposals.

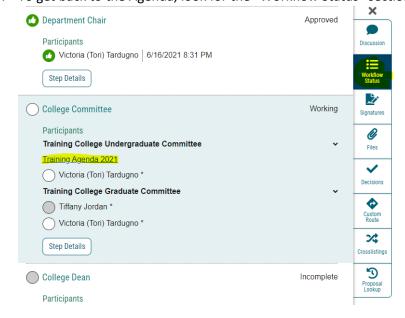


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3. Click the decision you wish to choose. Any decision chosen, except Approve, requires a comment and you will be asked to go to the proposal. After you have decided and have possibly commented, press *Make My Decision*.



4. To get back to the Agenda, look for the "Workflow Status" section and click on the hyperlinked Agenda.

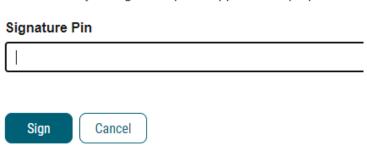


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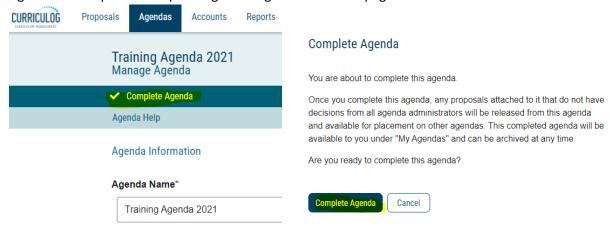
5. When you choose Approve under the dropdown menu, put in your Signature pin and click on "Sign". The default Signature Pin is 1234 or 2468. You can view what you pin is under your "My Settings" section. *If you wish to change your Signature Pin, please email Victoria (Tori) Tardugno at vcrynlds@memphis.edu*.

Enter your signature

Please enter your signature pin to approve this proposal.



6. After the decisions have been made for the proposals, you can complete the agenda by clicking on "Complete Agenda". Then press "Complete Agenda" again on the next page.



ARCHIVE YOUR AGENDA

1. After you have made the decision(s) on all the proposal(s) you can archive the proposals. Click on "Archive Agenda". You can locate Archived Agendas under the "My Archived Agendas" or "Archived Agendas" tab.

