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.

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*.

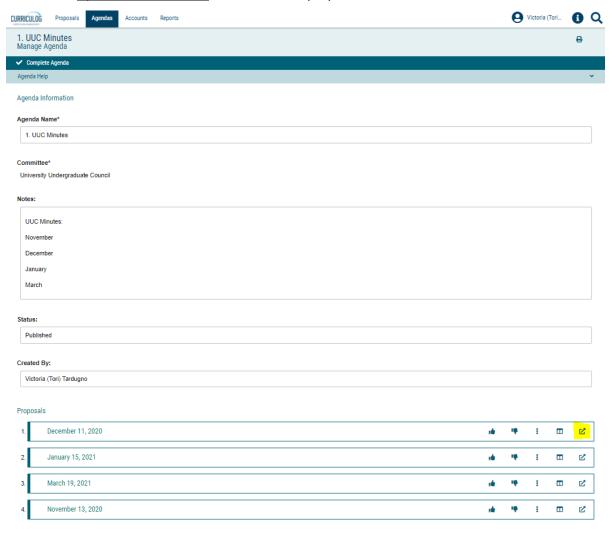
Welcome to Curriculog Please login to view your personal dashboard. Login: | Password: Cancel

VIEW YOUR AGENDA

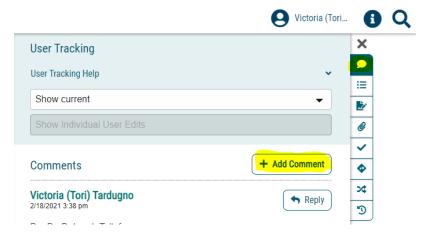
1. Click on the <u>Agendas</u> verbiage in the header to get to the Agenda tabs. Under the "My Agendas" tab, you will see the Agenda that you have created for your committee/council. Click on the rectangle area to view the agenda.



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



To make a comment on a proposal you must have clicked the <u>square with the arrow</u> 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.



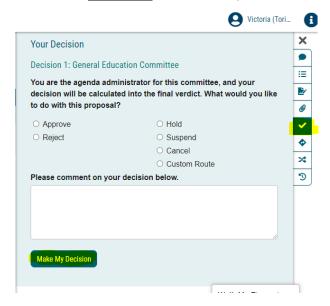
4. A box will populate for you to type and add your comment to the proposal. Click on "Add Comment" when done. *Note – A comment that has been added cannot be edited or deleted.



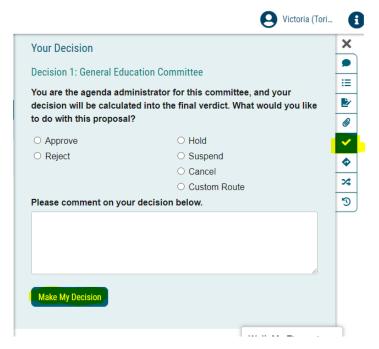
VOTING/MAKING A DECISION ON YOUR PROPOSAL'S

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*.



After you press <u>Make My Decision</u> 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	