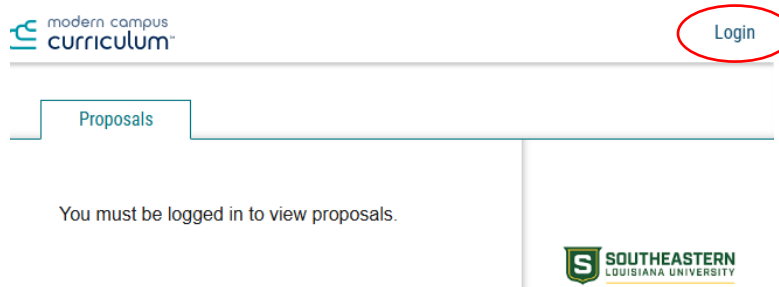


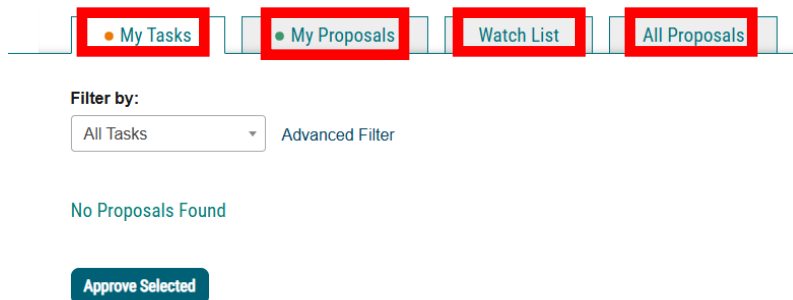


## How to View Proposals and Make Decisions in Curriculog

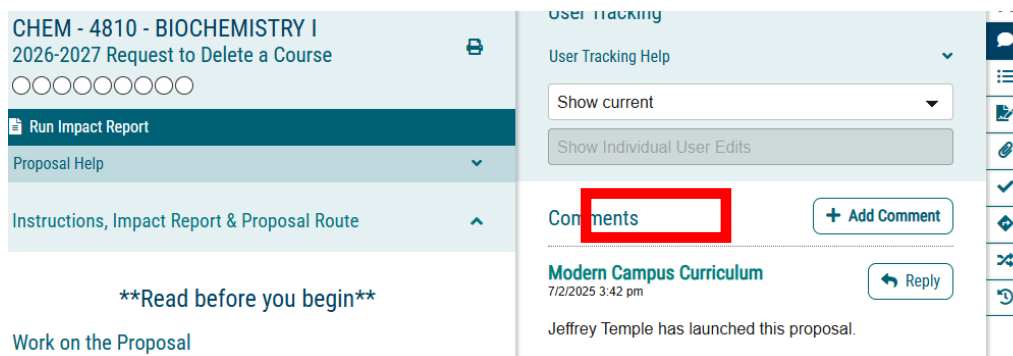
Go to <https://southeastern.curriculog.com> in Chrome or Firefox. Once Modern Campus Curriculum (Curriculog) opens, click on "Login" in the upper right corner and use your Southeastern google credentials to confirm your identity.



To view proposals that you have originated, click on the **My Proposals** tab at the top of the login screen. 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. Additionally, proposals that you may have marked as "watching" can be found in the **Watch List** tab. All proposals for the current curriculum review cycle are under the **All Proposals** tab. This screen also features a "Filter" and "Advanced Filter". To open any proposal simply click inside the course rectangle.



To make a comment click on the **+ Add Comment** button. A box will populate for you to add your comment to the proposal. **NOTE:** A comment that has been added cannot be edited or deleted.



To make a decision on the proposal, click on the checkmark on the right menu, check the appropriate decision and click **Make My Decision**.

Your Decision

What would you like to do with this proposal?

Approve  Hold

Reject  Cancel

Please comment on your decision below.

Make My Decision

Decisions

Current Step Activity

Below are the meanings of the decision choices:

- **Approve** will move the proposal to the next person in the approval chain.
- **Reject** will send the proposal back to the originator in an unlaunched state. The originator may edit and relaunch the proposal or delete it.
- **Hold** will “lock” the proposal from moving forward. Users at this step may continue to edit but administrative steps are required to release the proposal from the hold.
- **Cancel** will send the proposal back to the originator in an unlaunched state. The originator may cancel and delete the proposal.

Once a decision is made, click **Make My Decision** and the proposal will move to the next step in the approval chain.