

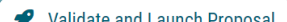




CSU SAN MARCOS QUICK-START GUIDE TO CURRICULOG

Starting, Launching, and Submitting a Proposal

1. Go to <https://csusm.curriculog.com/>
2. Read through the instructions on the Welcome Page.
3. Click "Login" (top right) and enter Campus ID and Password
4. Click  button.
5. Click Start Proposal (to the right of the form name)
6. Complete all required (*) and applicable fields (the italicized "Help Text" will guide you in completing the fields)
7. Periodically save your work. These buttons are tacked to the bottom of the screen while you work:  


8. Click  to find and complete any missing fields, then 

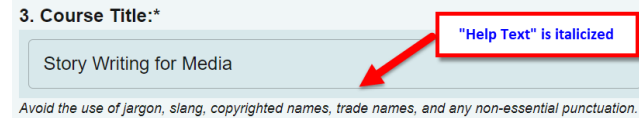
NOTE: The system automatically saves every 3-5 seconds. If the proposal is not launched, it will be saved under the  tab.

9. Go to the (1) Decisions tab to (2) Approve your proposal and (3) Make Your Decision to advance it in the approval process (see below).



Approving Proposals & Editing (as necessary)

1. Go to <https://csusm.curriculog.com/>
2. Read through the instructions on the Welcome Page.
3. Click "Login" (top right) and enter Campus ID and Password
4. To view your pending tasks, click on the "My Tasks" tab: 
5. Hover over a proposal and click the row to open.
6. NOTE: "Help Text" provides help, or explains purpose of a question:

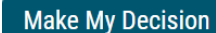


To Make Decision: Click the in the right toolbox.

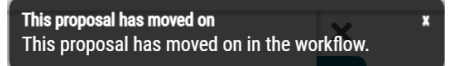
Decision options are:

Approve/Reject/Hold/ Suspend/Cancel (comments are needed for all other than Approve).

Select appropriate decision and then click:



A window will pop-up on upper right pane to show:



To Edit Proposal: Go to field(s) wherein edits are to be made. Once edits are complete, click the little "Save" button for each field where you made a change.

To View Edits:

Click the "Discussion" button and  select "Show current with markup."

Edits made to the proposal will reflect in a different color for each editor.

