







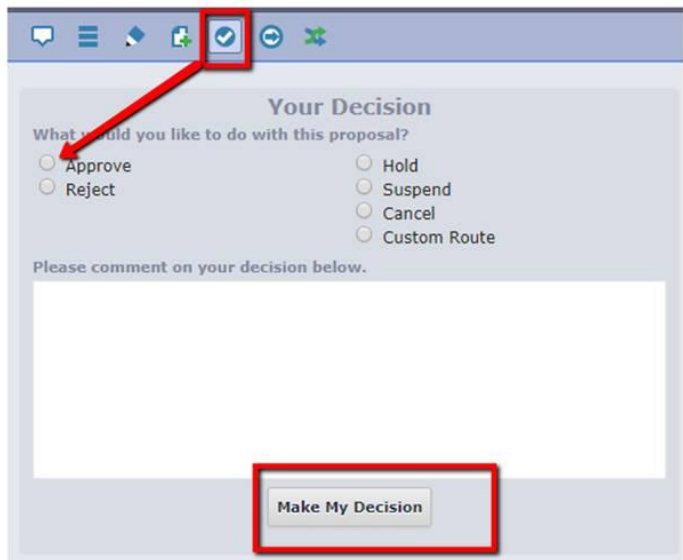
CSU SAN MARCOS QUICK-START GUIDE TO CURRICULOG

Starting, Launching, and Submitting a Proposal


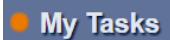
1. Go to <https://csusm.curriculog.com/>
2. Read through the instructions on the “Welcome Page”
3. Click “Login” (top right) and enter Campus ID and Password
4. Click  New Proposal (top left)
5. Click  Start Proposal (to the right of the form name)
6. Click  to turn Help Text on (top right)
7. Complete all required (*) and applicable fields (the Help Text will guide you in completing the fields)
8. Click  to launch proposal


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

9. Click on  in the Proposal Toolbox to “Approve” your proposal and “Make Your Decision” so that it moves along in the approval process



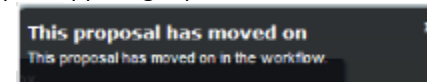
Approving Proposals & Editing (as necessary)

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. Click “My Tasks” (top left)
5. Click  to turn view explanation of current actions (top right)
6. To return to view your pending tasks, go to 
7. Hover over the proposal and click to make decision or edit proposal

To make decision: Click  on upper right pane. Decision options are Approve/Reject/Hold/ Suspend/Cancel (comments are needed for all other than Approve). Select appropriate decision and then click



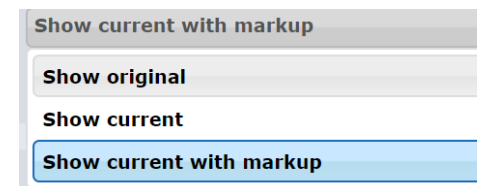
A window will pop-up on upper right pane to show



To edit proposal: Within the opened proposal, go to field/section where 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 made, click . Under  scroll to

“Show current with markup”



(Edits made to the proposal will reflect in different color by editor)