Share proposal with colleagues before you send to Dept. Chair

1. Per the instructions on the proposal form (called “Read before you begin”), fill out your form as you normally would and LAUNCH.

***Please be aware that, once launched, anyone else with Curriculog viewing access will be able to see your proposal, if they happen to scroll through the “All Proposals” tab***

2. DO NOT make your “Decision.” (In order for your proposal to move to the next step (Department Chair) the originator must “make a decision”, so in this case, do not make your decision. Simply save your proposal:

3. Instead, in order to share your proposal with colleagues BEFORE it moves to Department Chair, click on the My Proposals tab. Locate your proposal, then click on the Email icon:
4. An “Accounts” tab will appear with user listing (alpha by last name).

5. Select as many colleagues from the User list as you wish, and click on the email icon next to their name:
6. Edit the email message accordingly and hit send. They will be able to click on a link to your proposal from the email they receive.

7. **PLEASE NOTE:** This is a 'no reply' email function. (The Curriculog email function allows only outgoing emails, it does not support correspondence.)

Make sure to remind your colleague to "reply" separately through Outlook.
8. After you have corresponded with your colleague(s) and are ready for your proposal to move on in the workflow – to the Department Chair – you must go in to Edit your proposal accordingly and make your decision.