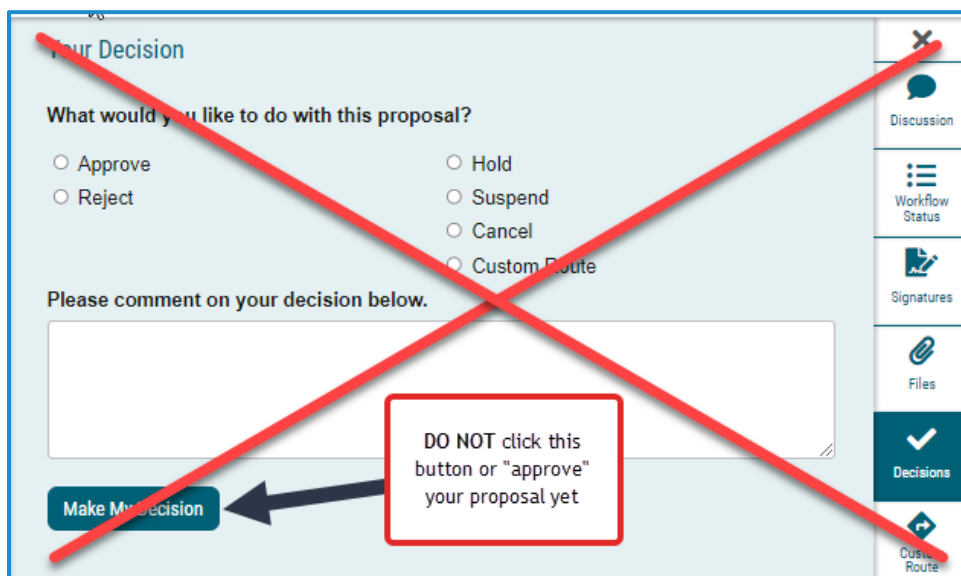


Share proposal with colleagues *before* you send to Dept. Chair

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**:

Proposals Agendas Accounts Reports

My Tasks My Proposals Watch List All Proposals

Filter by: All My Proposals Advanced Filter + New Proposal

ACCT - 100 - test ○○○○○○○ 2020-2021 T Form - New Topic Course Last Activity: Jan 13, 2021 1:03 PM by Gayle Fealock	○ ✉ 📌 🗄
ACCT - 101 - TESTING Originator 🔄○○○○○○○ z.0.2019-2020 C Form - New Course Last Activity: Jul 8, 2020 1:37 PM by Gayle Fealock	✉ 📌 🗄
AIS - 480 - TEST ACALOG IMPORT - Local Archeological Practice Status: Unlaunched 2020-2021 C-2 Form - Changes to Existing Courses Last Activity: Aug 11, 2020 2:28 PM by Gayle Fealock	🗄 🗄
AIS - 480 - TEST CURRICULOG IMPORT Local Archaeological Practice Status: Unlaunched 2020-2021 C-2 Form - Changes to Existing Courses Last Activity: Aug 11, 2020 3:21 PM by Gayle Fealock	🗄 🗄
ANTH - 101 - GEC PLACEHOLDER PROPOSAL FOR AGENDA 👍👍👍👍👍👍👎 z.2019-2020 Gen Ed A1 Form - Oral Communication Last Activity: Oct 15, 2020 1:02 PM by Gayle Fealock	○ ✉ 📌 🗄
ANTH - 200 (GEOG 250) - TEST_Cultural Anthropology ○○○○○○○ 2020-2021 C-2 Form - Changes to Existing Courses Last Activity: Jan 5, 2021 1:55 PM by Gayle Fealock	○ ✉ 📌 🗄

NOTE: that little email icon does not appear for proposals that are still "unlaunched."

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:

Agendas Accounts Reports

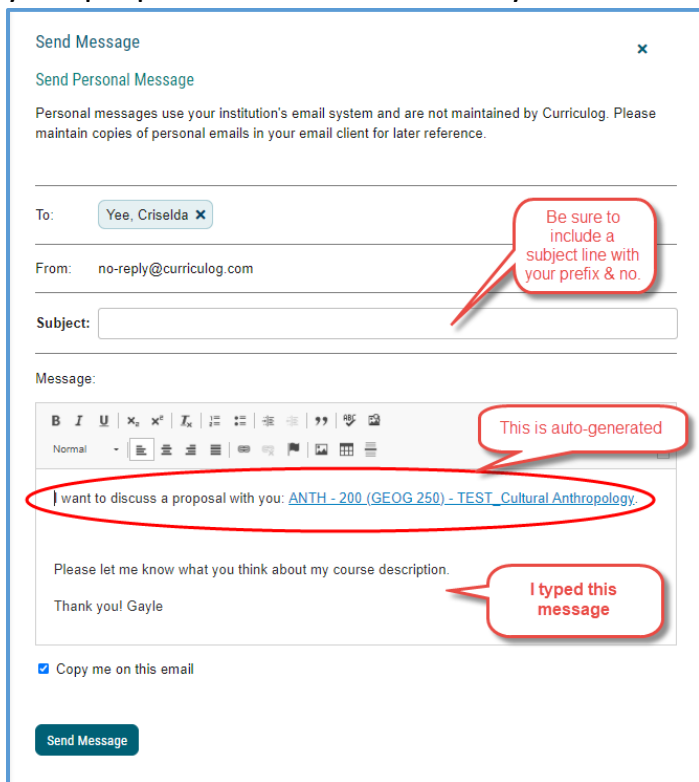
Users My Settings

Sort by: Name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Reset

All Users

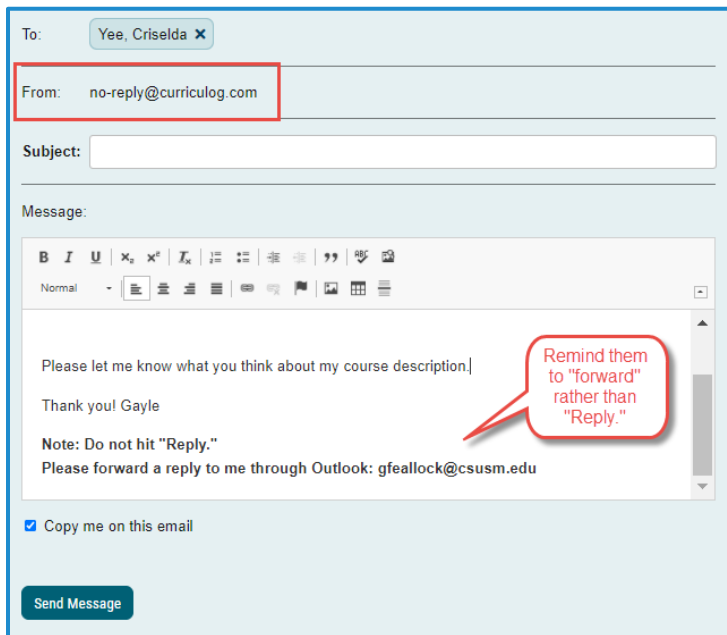
Yamashita, Robert LBST Faculty Member - Liberal Studies	✉
Yáñez-Chávez, Aníbal ANTH Faculty Member - Anthropology	✉
Ye, Xin No roles have been assigned to this user.	✉
Yee, Criselda General Education Committee Member - CSU San Marcos, UCC Member - CSU San ...	✉
Yelverton, Sara No roles have been assigned to this user.	✉
Yoshii, Rika	

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.**

Your Decision

What would you like to do with this proposal?

Approve  Hold

Reject Suspend

Cancel

Custom Route

Please comment on your decision below.

[Make My Decision](#)

Discussion

Workflow Status

Signatures

Files

Decisions