

# CURRICULOG – GETTING STARTED

Curriculog is being implemented in Phases. Each phase will bring additional features.

## STARTING INFORMATION

- Faculty will complete the curriculum actions on the 2019-2020 forms for now, except for the Change of Course proposal. That has been updated for 2020-2021.
- There is a new form – Information Item. This can be used when appropriate instead of the Change of Course form.
- To request an account in Curriculog, email [curriculog@fsw.edu](mailto:curriculog@fsw.edu). You will need this to submit proposals.



## SUBMITTING PROPOSALS (FOR OCTOBER 12 DEADLINE FORWARD)

- Complete the proposals in Word.
- Signatures are not needed. The approvals will be in a workflow in Curriculog.
- Prior to the proposal submission deadline, email [curriculum@fsw.edu](mailto:curriculum@fsw.edu) so that a curriculum partner can be assigned to help you submit your forms in Curriculog. Please do this at least three business days prior to the deadline. NOTE: You can do this at any time – you do not need a completed proposal to learn how to submit.
- Submit your proposals in Curriculog before the published deadline.

## ACCESS TO CURRICULOG

- <http://fsw.curriculog.com/>
- Use your full name to log in: firstname.lastname@fsw.edu
- Use the password provided to you. You may change that upon login.