

Approving a Proposal

FSW Curriculog

Logging into Curriculog

1. Navigate to fsw.curriculog.com
2. Log in using your firstname.lastname@fsw.edu email address and the password you were provided.

Click on My Task

1. Hover over the Proposal
2. Click Edit Proposal (right set of icons)
3. Click Files (upper right menu)
 - a. Click on each submitted file to download and review
 - b. You can click Show File Markup to see any prior comments
4. Click the Discussion icon (right set of icons) to add a comment
5. Click Decisions to either approve or reject the proposal.
6. Send an email to the next approver to notify them of the proposal
 - a. Return to My Tasks
 - b. Hover over the Proposal
 - c. Click the Envelope (email) icon
 - d. On the left side of the screen, locate the person you want to email
 - e. Hover over the name and click the Envelope (email) icon
 - f. Enter a subject in the Message on the right.
 - g. Click Send Message

A video demonstration can be [found here](#).

(<https://youtu.be/-ZmKIQsIXZc>)