Submitting 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.

Changing Your Password

1. To change your password, click your name in the upper right and select My Settings
2. Click your name in the left window
3. Click Change Password in the right window and follow the directions.

To Submit a Proposal

1. Have your course proposals form completed and ready to upload.
2. Click Proposals on the top menu
3. Click New Proposal
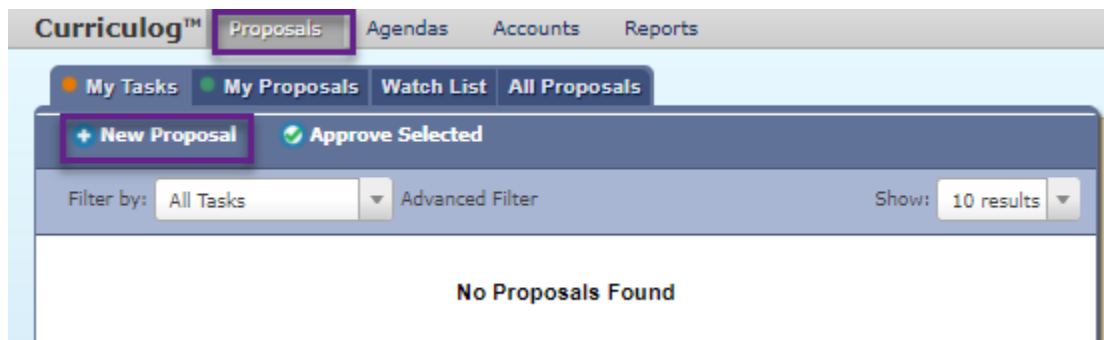
4. Turn On the Help text ⓘ
5. Fill in all fields on the left side of the form
    a. Hierarchy Owner (your department)
    b. Proposed By
    c. Type of Proposal
    d. Effective Term
    e. Exception Term (if using – otherwise, leave blank)
    f. Reason for Exception or N/A if not applicable.
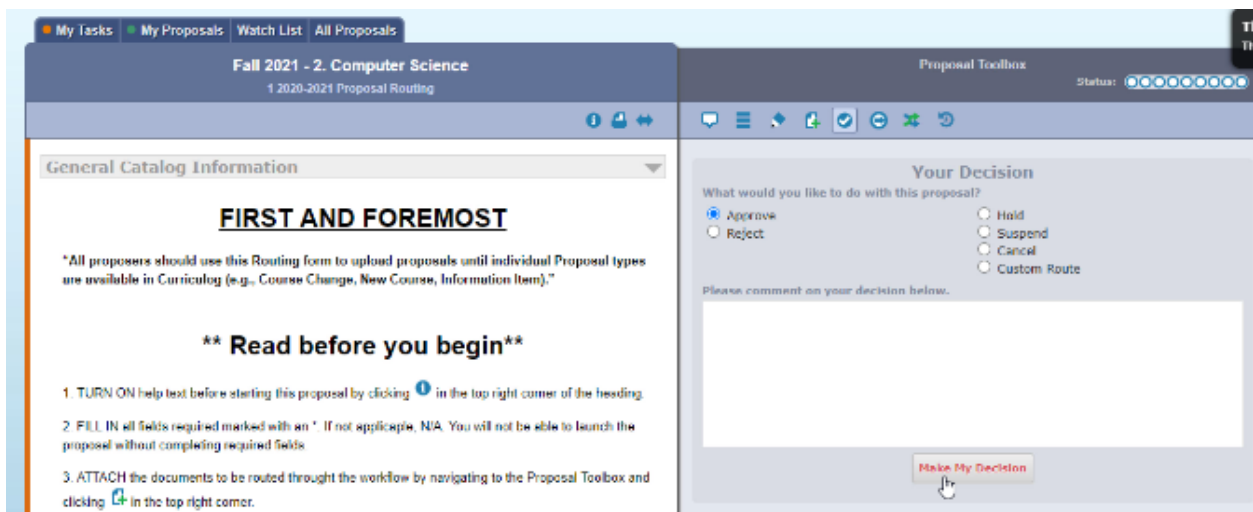   g. Save all Changes.

6. Attach your curriculum documents

    a. Click the Add Files icon
    b. Select and upload the proposal (Word document), a syllabus with the changes marked via Track Changes (if applicable), and a PDF of the Catalog impact (if applicable).

7. Launch the proposal
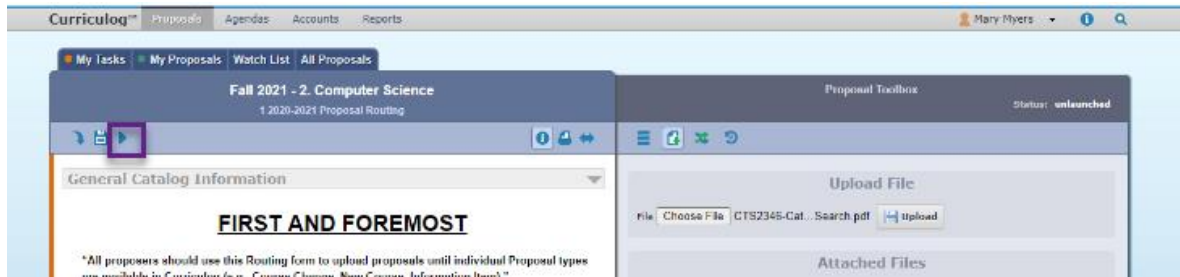
8. Approve the Proposal
    a. Click the Decision Icon
    b. Click Approve
    c. Click Make My Decision

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/-ZmKlQslXZc)