

Curriculog Quick Start Guide

Log in

All faculty and staff have access to log in, view, and originate proposals.

1. Go to <https://csuohio.curriculog.com/> in any browser or mobile device
2. Click "Login" in the upper right corner
3. Sign in with your CSU ID and password

Check your role(s)

Your role determines your "My Tasks" queue.

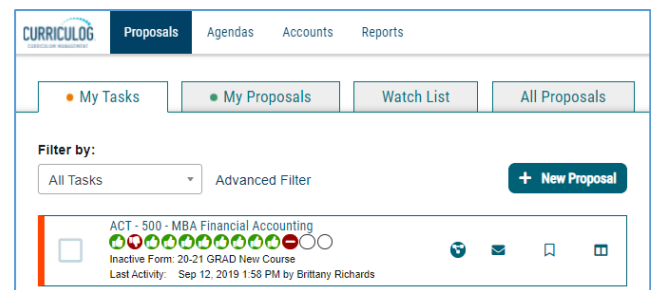
1. Hover over your name in the upper right corner and click "My Settings"
2. Hover over and click your name to open up the "Personal Information" on the right
3. Your roles and committee membership will appear. "Agenda administrator" is the Curriculog term for the chair.

To update your role, email catalog@csuohio.edu.

Check your queue

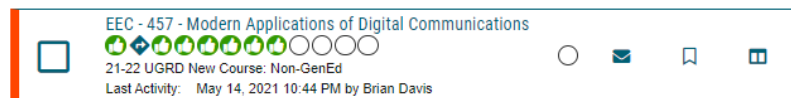
Proposals here are at your committee's step in the approval process. They will remain in your "My Tasks" tab until the committee chair inputs a decision.

1. Click "Proposals" at the top of the screen
2. Click the "My Tasks" tab with the orange dot



Open proposals

1. Click the proposal name



Chairs: Input your committee's decision

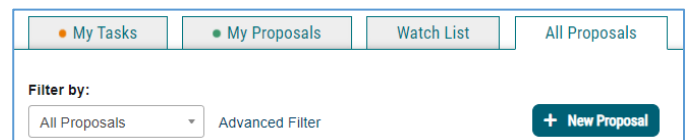
"Approve" will send the proposal to the next step in the approval process. "Reject" will send the proposal back to the originator. If you want to route the proposal back to the originator to fix a minor change (i.e. a typo, wording) and come back to your step, use the [custom route function](#). [Click here to open the guide on how to input a decision.](#)

Committee members: Input your opinion

"Approve" will record a green thumbs up icon by your name and "Reject" will record a red thumbs down icon. Proposals will remain at the committee step until the chair inputs their decision. [Click here to open the guide on how to input an opinion.](#)

Find other proposals

1. Click the "All Proposals" tab
 2. Click the "Advanced Filter" link
- [Click here to open the guide on how to find proposals.](#)



Originate proposals

1. Click the "+ New Proposal" button to get started.
- [Click here to open the guide on how to originate proposals.](#)