

Curriculog Quick Start Guide

Log in

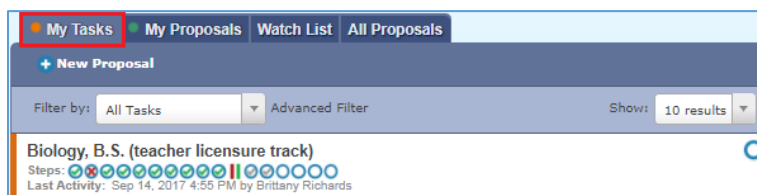
1. Go to <https://csuohio.curriculog.com/>
2. Click "Login" in the upper right corner
3. Sign in with your CSU ID and password.

Check your role(s)

1. Hover over your name in the upper right corner and click "My Settings"
 2. Hover over and click your name on the left to open up the "Account Summary" pane on the right
 3. Your roles and committee membership will appear. "Agenda administrator" is a Curriculog term for the chair.
- To update your role, [fill out this form](#) or email catalog@csuohio.edu. [Click to open the detailed guide.](#)

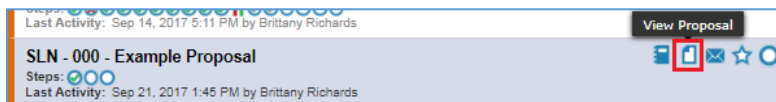
Check your queue

1. Click "Proposals" in the grey bar at the top
2. Click the "My Tasks" tab with the orange dot. Proposals here are at your step. They will remain in your "My Tasks" tab until the committee chair inputs a decision.



Open proposals

1. Hover over the proposal title and icons will appear
2. Click the "View Proposal" icon



Chairs: Input your committee's decision

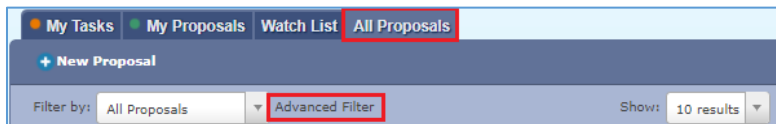
"Approve" will send the proposal to the next step in the approval process. "Reject" will send the proposal back to the originator. If you want to route the proposal back to the originator to fix a minor change (i.e. a typo, wording) and come back to your step, use the [custom route function](#). [Click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

Committee members: Input your opinion

"Approve" will record a green check by your name and "Reject" will make a red X. Proposals will remain at the committee step until the chair inputs their decision. [Click to open the detailed guide.](#)

Find other proposals

1. Click the "All Proposals" tab
 2. Click the "Advanced Filter" link
- [Click to open the detailed guide.](#)



Curriculog support

[Click to visit the Office of the University Registrar's webpage.](#)

Updated: 9/21/2017