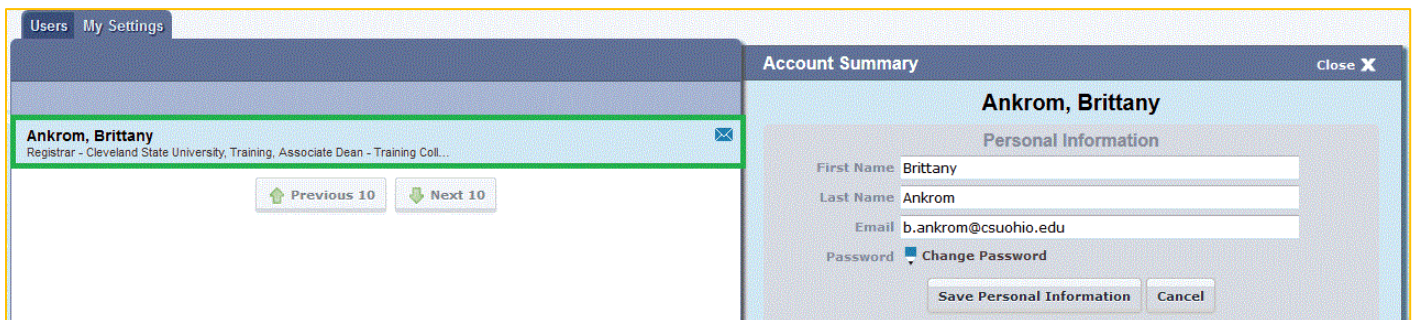
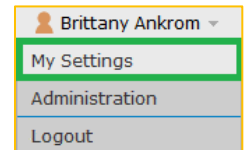


## Curriculog User Settings

1. Go to <http://csuohio.curriculog.com> and click “Login” in the upper right corner
2. Sign in with your CSU ID and password. Once you log in, the system authenticates that you are faculty or staff to grant access. The secure sign on allows you to submit decisions on proposals, and takes the place of your signature.
3. Hover over your name in the upper right corner and click “My Settings”
4. Click your name on the left to open up the “Account Summary” pane on the right



In “Roles” you will see which committee(s) you are in. An asterisk with the term “agenda administrator” indicates that you are the chair of the committee, and will be required to input a decision before the proposal can move on in the process.

*Note: It is important for the registrar’s office to know as soon as possible if your role has changed so proposals moving through the approval process are not interrupted. Please fill out the online form on the curriculum management webpage (see web address in footer) with updated information.*

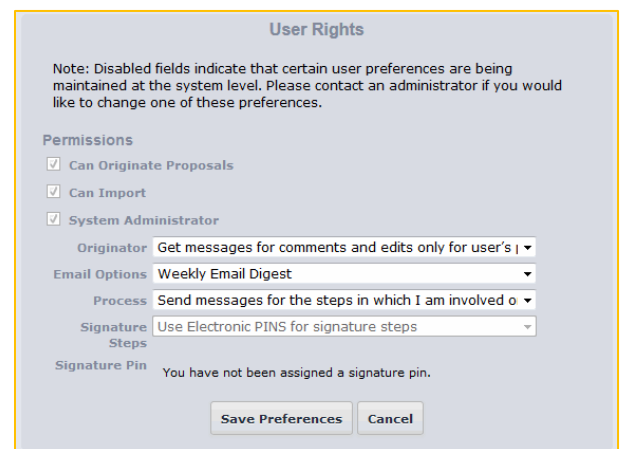
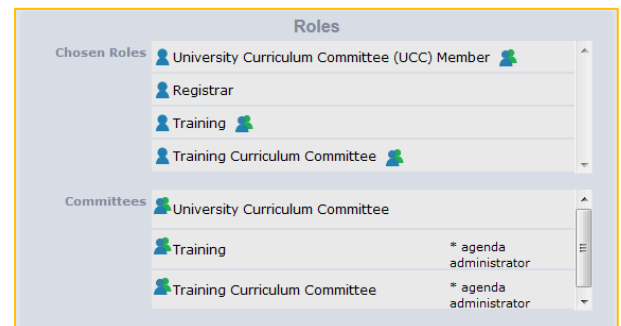
The last area is “User Rights,” where you can select your email or notification settings. As an originator who creates a proposal, you can choose to be notified for comments only, comments and edits only, or to receive all messages.

The default “Email Option” is for a weekly email digest. The digest is similar to the “My Recent Notifications” area on “My Dashboard.” You can also choose to receive more frequent email notifications. Please note that you can log in to Curriculog and check the status of your proposal at any time, and that the email is not required to log in to the website. There isn’t an option to turn email notifications off completely.

In “Process,” you can select to receive messages for steps you are involved in or for proposals you are involved in.

“Signature Steps” or electronic pins are not used by CSU.

5. Click the “Save Preferences” button to save any changes to “My Settings”
6. To log out of Curriculog completely, close the browser window



## Curriculog User Interface Overview

Once you have logged into Curriculog (<https://csuohio.curriculog.com>), you will see 'My Dashboard'. This dashboard allows you to manage your proposals, and see recent notifications and upcoming events at a glance.

## My Dashboard

### 'My Recent Notifications'

Users will receive notifications for a variety of reasons, such as a proposal receiving a decision, an edit being made or a comment being provided. Notifications will be emailed to users based on their user settings - some users choose to receive an email notification as soon as the event occurs, while others choose to compile them into a digest to limit the number of emails received. To scroll through older notifications, select the arrow in the upper right corner in the same line as the header.

### 'My Upcoming Events'

'My Upcoming Events' will show the next five upcoming events or deadlines. To view the full calendar, select the calendar icon in the upper right in the same line as the header.

## Proposal Module

A proposal is a form that follows a workflow to receive an approval. The registrar's office has created the forms and processes for CSU.

'My Tasks' tab	A list of items waiting for action from the user
'My Proposals' tab	A list of proposals originated by the user (unlaunched and launched)
'Watch List' tab	A list of proposals the user has elected to monitor
'All Proposals' tab	A list of all proposals available for viewing to the user (transparency and permissions apply)

The thin colored bar that appears to the left of the proposal will change based on the relationship with the user.

Blue	No action currently required
Green	A proposal created by you
Orange	Waiting on action from you

Updated: 8/17/2017