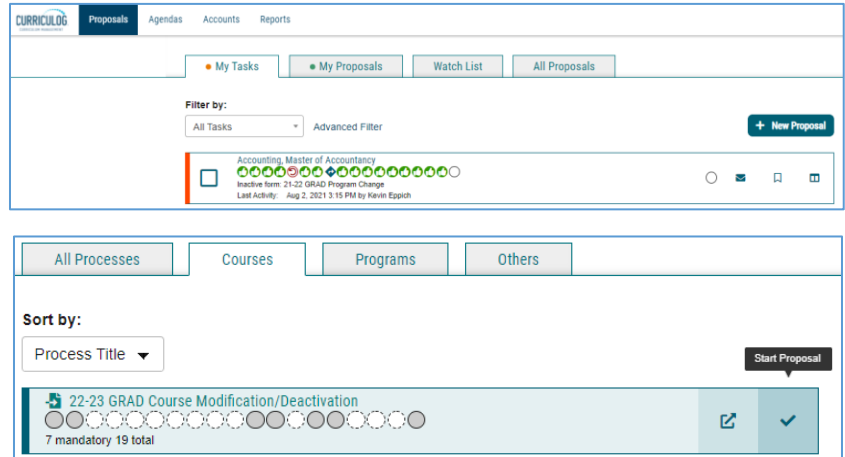


## Start the new proposal

- Log into Curriculog (<https://csuohio.curriculog.com>). Use your CSU username and password. All faculty and staff members have access.
- Click the “New Proposal” button
- You can narrow down the list of forms by clicking the “Courses,” “Programs,” or “Others” tab.
- If you do not know which form to use, please contact the Office of the University Registrar at [catalog@csuohio.edu](mailto:catalog@csuohio.edu)
- Click the “Start Proposal” icon (a check mark)

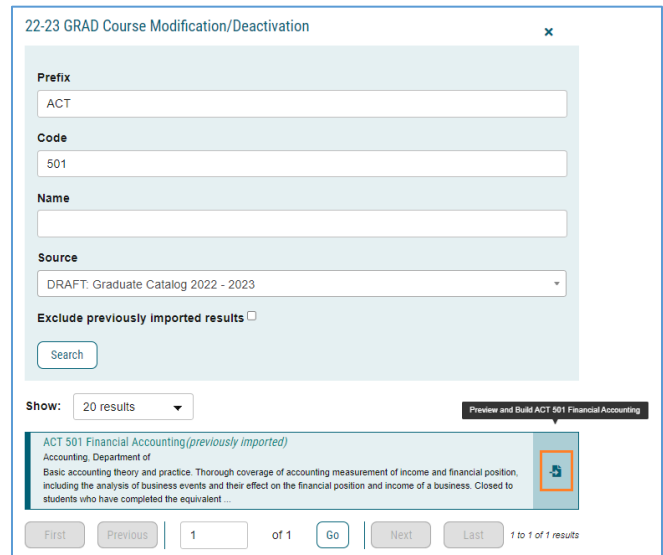


## If the proposal is to modify an existing course or program, you will first import catalog information

For proposals creating new courses or programs, skip this section.

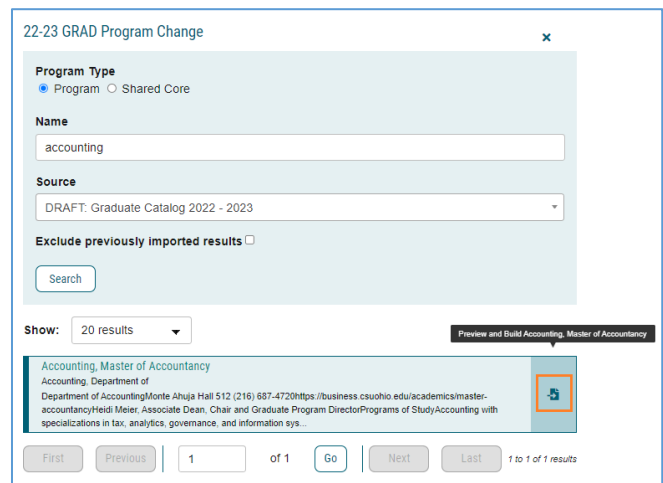
### For courses

- Search by prefix and code to find the course
- Click the “Preview and Build” icon



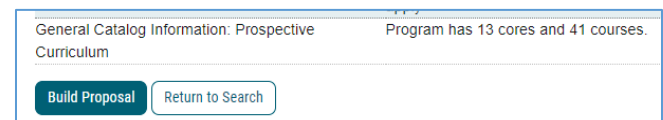
### For programs

- Search by program name
- Click the “Preview and Build” icon




### For both

- Scroll down and click the “Build Proposal” button



## Instructions continue in Curriculog

- Instructions will tell you when and how to launch the proposal. For modifications, the instructions will look like this. For new courses and programs, you will launch and approve at the same time at the end of the form.
- Click the “Validate and Launch Proposal” button to launch. After launching, other users can see your proposal but it is still with you at the originator step.
- Instructions will also tell you when and how to approve the proposal



**Stop and launch the proposal now.**

At the bottom of this column, click the “Validate and Launch Proposal” button. It is important to launch the proposal now in order for tracked changes to work.

Save All Changes

Validate and Launch Proposal

**Instructions to Originator: Submit Proposal** ^

When you're finished working on the proposal, you must approve the proposal to move it to the next step in the approval process.

### Approve the proposal to complete submission

- Click the “Decisions” tab in the floating menu on the right, select approve, and click the “Make My Decision” button

**Questions?** Contact [catalog@csuohio.edu](mailto:catalog@csuohio.edu)

- In the “Decisions” tab, select approve, and click the “Make My Decision” button to move the proposal to the next step in the approval process

Updated: 8/9/21

### Your Decision

**What would you like to do with this proposal?**

Approve

Hold

Reject

Suspend

Cancel

Custom Route

**Please comment on your decision below.**

Make My Decision