

1. Login uhd.curriculog.com

• The link on the page will direct you to Curriculog where you will log in using your UHD username and password.

CURRICULOG	Login
Proposals	
You must be logged in to view proposals:	University of Houston-Downtown. UHD Curriculog TM <u>Catalog. Registrar</u>

2. CREATE a Proposal for a New Course

- Choose the **Proposals** tab
- Click + New Proposal

(Note: "New Proposal" means any proposal - not just a New Course proposal)

	• My Tasks	My Proposals	Watch List	All Proposals				
	Filter by:							
	All Tasks	Advanced Filter				+ New Propo	sal	
							. 🔷	
ect New	Undergradua Courses Pro	ate Course th	ien select th	ne check ma	irk to start	the proposa		
lect New	Undergradua Courses Pro	ate Course th	ien select th	ne check ma	urk to start	the proposa	ب	
All Processes rt by: rocess Title •	Undergradua Courses Pro	ate Course th ograms Others	ien select th	ne check ma	irk to start	the proposa	I	
ect New All Processes t by: ccess Title • auriculum Form 1.0: No mandatory 7 tatal	Undergradua Courses Pro	ate Course th	ien select th	ne check ma	irk to start	the proposa	 	~

TIP: Unsure if you have the correct form? Click the **Preview** icon to see an example of the form and it's approval stages.

4. Fill out the form and SAVE

- Fields denoted with an asterisk are required in order to launch a Proposal.
- Instructions for filling out form fields: see Proposal Field Guide.
- Choosing a required CIP code: see the CIP Code Guide.
- Save your work at any point by clicking the "Save" button at the bottom of the form you can come back to it later if needed.



5. Attach required files and SAVE

• Attached required forms such as a course syllabus. Navigate to the "Proposal Toolbox" in the right pane and select the "Files" button. Choose your file and upload.



6. LAUNCH Proposal

• Select the "Validate and Launch Proposal" button in the upper right corner to launch the proposal.

	- <mark>-</mark>	mport 📑	Run Impact Report	Save All Changes	💎 Validate and Launch Proposal	
	Ne Cur unla	w Propo riculum F unched	sal 3/29/2022 Form 1.1: New Un	10:02 am dergraduate Course ((AY24 Catalog)	
CURRICULOG	Proposals	Agendas	Accounts R	eports		

Click the Launch Proposal button

Launch Proposal

You are about to launch this proposal. Once you have launched this proposal, it will begin the approval process. The proposal will appear in your task list under the "My Proposals" tab and you may easily view its progress at any time. However, you may not edit the proposal after launch unless you are included in a particular step of the approval process.



7. Approve

- Once you have launched the proposal it will begin the approval process
- The proposal will appear in your task list under the "My Proposals" tab
- Note: You may not edit the proposal after launch unless you are included in a particular step of the approval process

• My Tasks	• My Proposals	Watch List	All Proposals		
Filter by: All My Proposals	 Advanced Filter 			t	New Proposal
AA - 3301 - dsafkfj Curriculum Form 1.1: Nev Last Activity: Apr 1, 202) y Undergraduate Course (AY24 Catal 2 10:08 AM by Taheshia Hobbs	og)		2	
Page: 1				Show:	10 results 👻