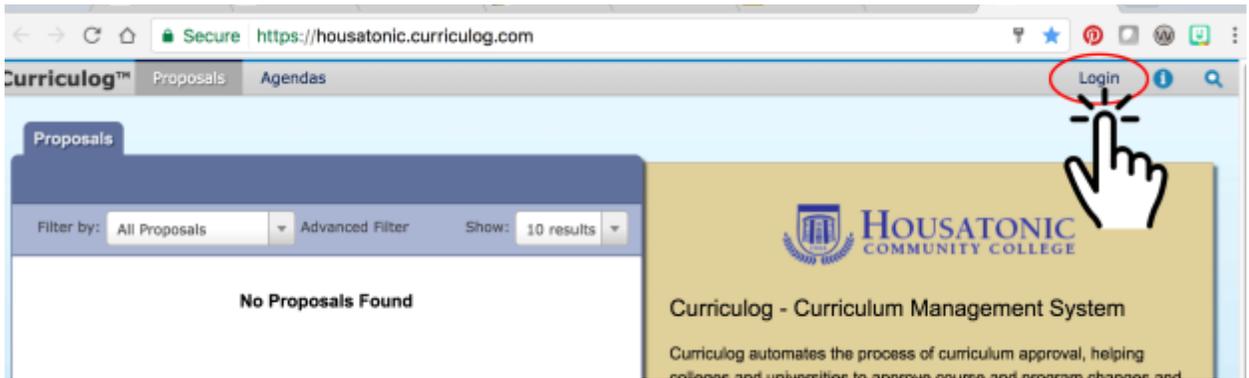


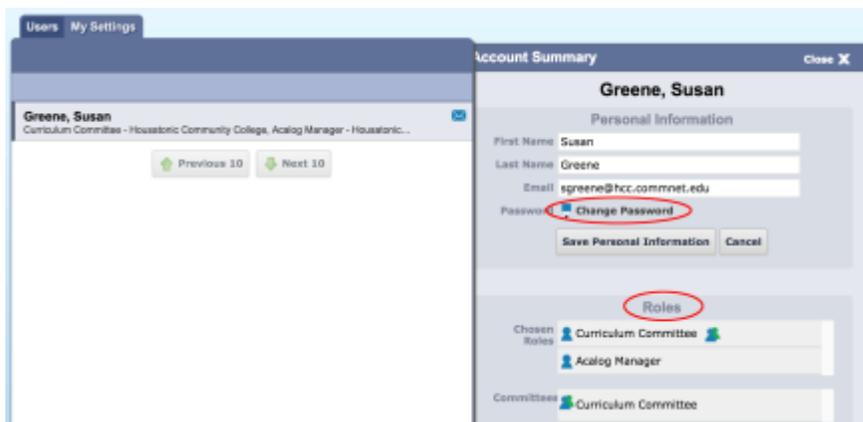
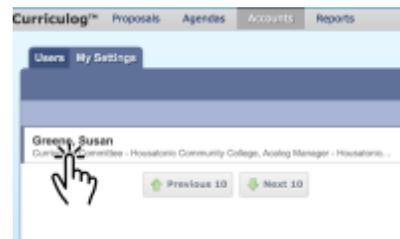
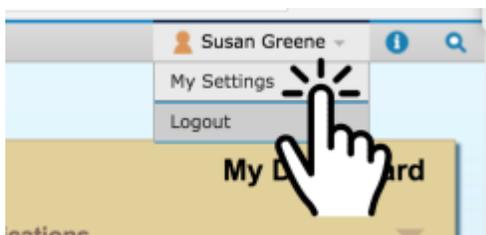
To Log In

1. Go to <https://housatonic.curriculog.com/>
2. Click "Login".
3. Your username is your HCC email (@hcc.comnet.edu); your password is defaulted to hawk1967.



To Change Settings

1. You can change your password if you roll over your name on the upper right, select "My Settings", select your name on the left-hand side of the page, and then "Change Password" will be the fourth item down on the right-hand side of the page.



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2. Under your settings, you can also see your roles (if you are a member or chair of a committee involved in the curricular process, for example).
3. You can also choose how often you'd like email updates of curricular items that require your involvement. Options include a daily digest of all messages submitted through Curriculog (the default), weekly digests, M/W/F digests, T/Th digests, or for each email sent through Curriculog to be sent to you individually.

User Rights

Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences.

Permissions

- Can Originate Proposals**
- Can Import**
- System Administrator**

Originator

Email Options

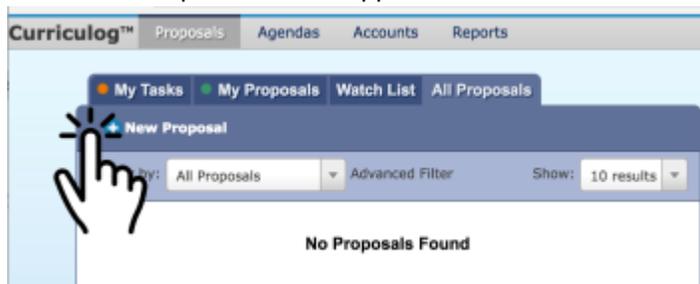
Process

Signature Steps

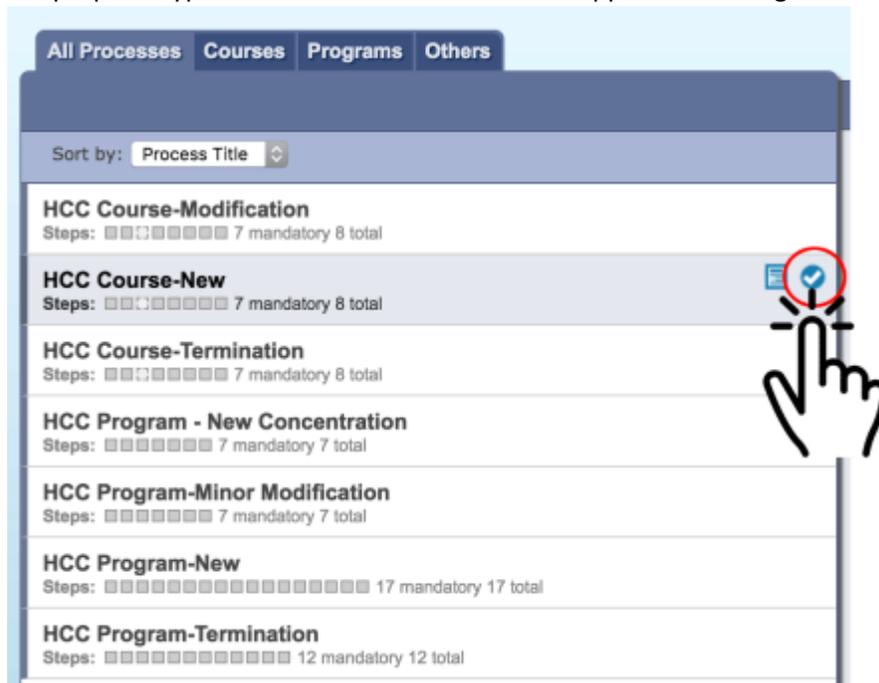
Signature Pin

To start a new curriculum proposal:

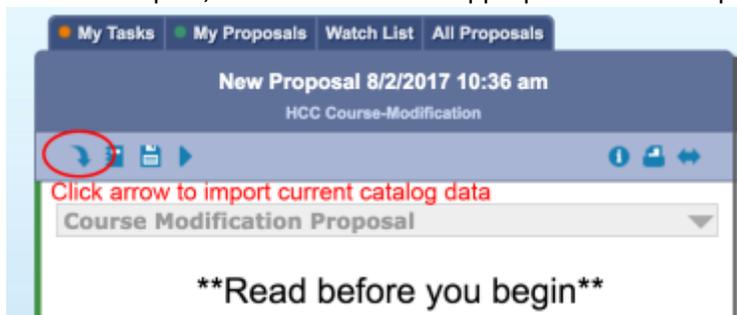
1. Select "+New Proposal" on the upper left.



2. Select proposal type and then the check mark that appears to the right of the proposal type.

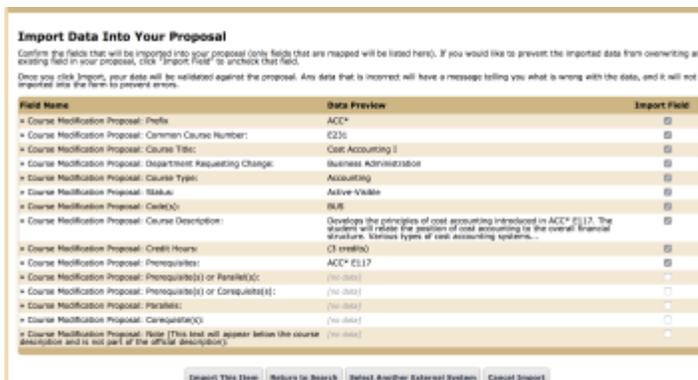
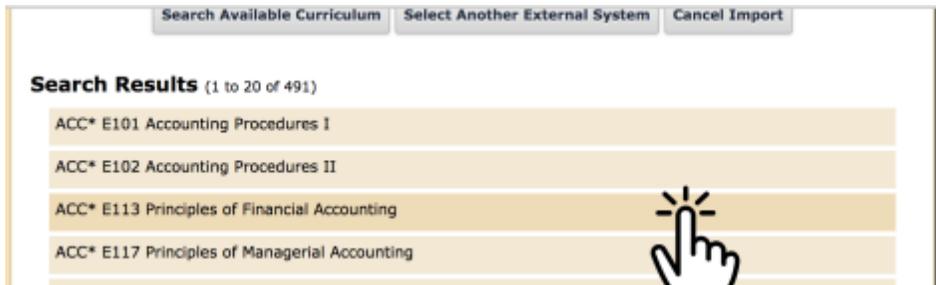
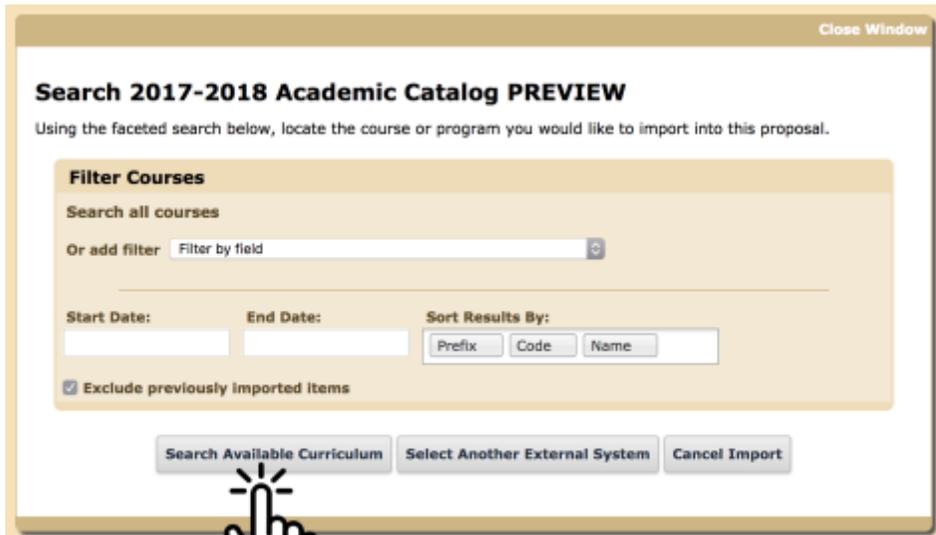
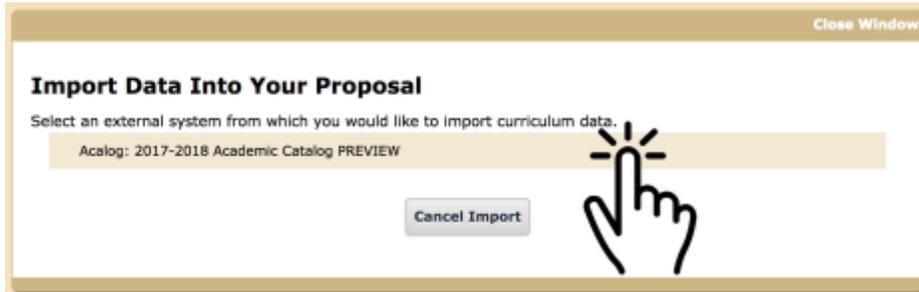


3. It is possible to import information from existing programs or courses from the College Catalog so fields are pre-filled in. This is useful both for course/program modifications and for new courses/programs that are similar to existing courses/programs. Select the downward arrow on the upper-left of the proposal window, select the catalog from which you wish to import, and then select the appropriate course or program.



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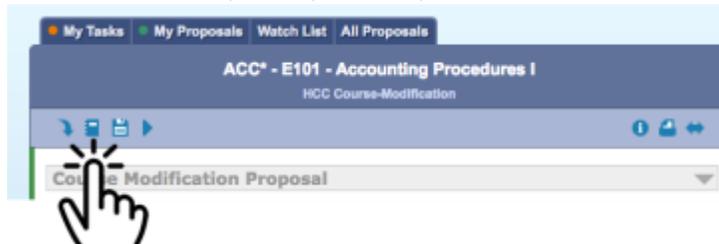
Information that is available for import will be shown. Click the checkboxes to the right of each item you'd like and then click "Import this Item" on the lower left.



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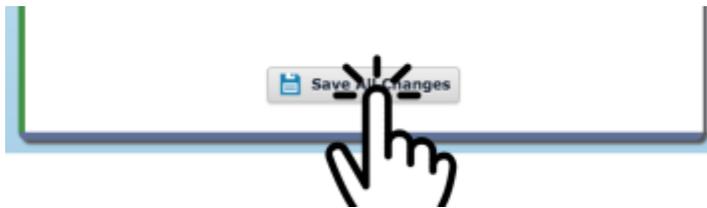
4. **Complete all required fields** (indicated by *****) and all fields applicable to your proposal. ***** DO NOT EDIT ANY IMPORTED FIELDS YET—NO CHANGES MAY BE MADE UNTIL STEP 8 *****
5. Course Modification and Course Termination Proposals require that you run an **Impact Report** that lists any courses or programs that would be impacted by your proposed change.

To run an Impact Report, click  on the top left of the proposal form. Copy all of the information in the Impact report and paste it into the correct field.

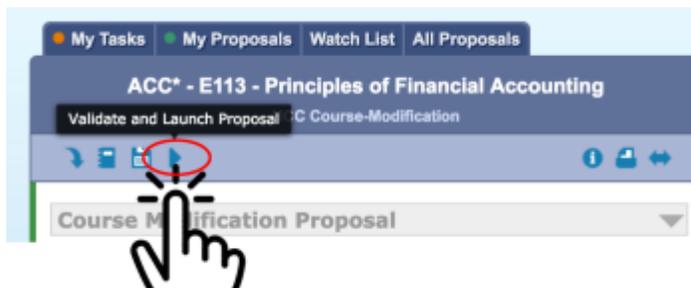


6. **If you are modifying an existing program**, please also complete the following Excel file: [Program Requirements - Side-by-side comparison \(Excel\)](#) and upload.

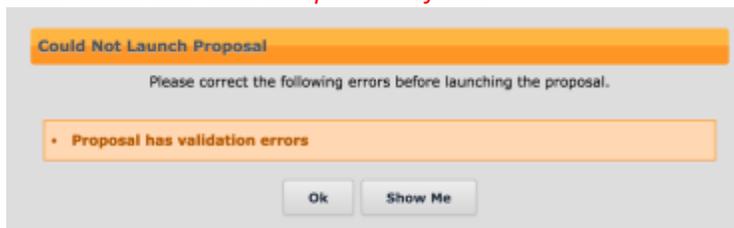
In order to **upload an attachment**, as is required by some forms, click  in the top right corner.



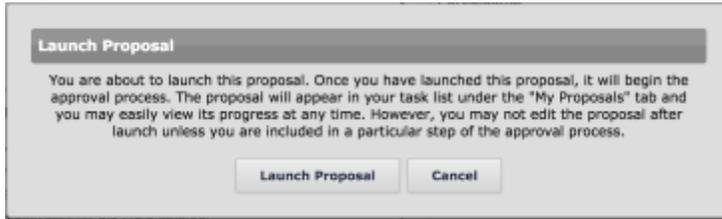
7. Click "Validate and Launch Proposal" using the arrow on the upper left.



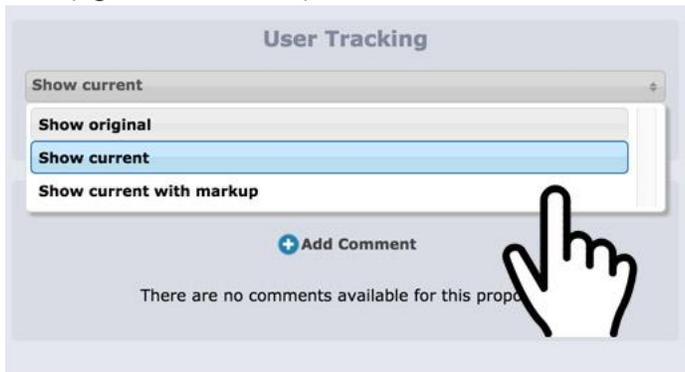
NOTE: If you have not completed all required fields you will see the following error message. Choose "Show Me" and complete the form.



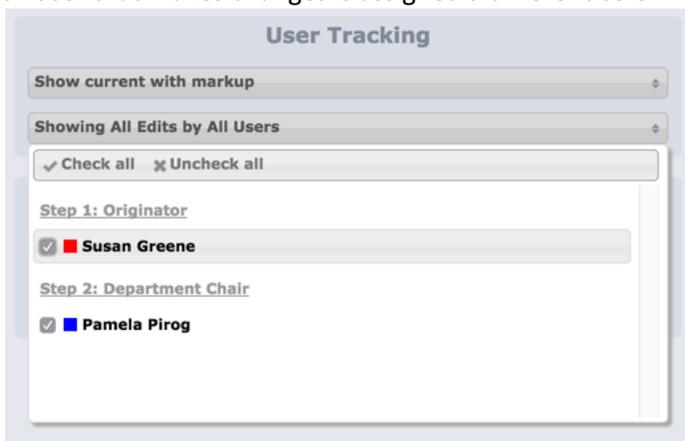
Once your proposal validates you will see this window, choose “Launch Proposal”.



8. The first step for approval is the “Originator” step. To get to this step, click on “My Tasks” and click the second option to the right the proposal name for “Edit Proposal.” **This is where you would edit/modify any information imported from the catalog.**
9. If your proposal includes changes to any of the imported data you can review these changes by selecting “Show Current and Markup” in the User Tracking screen in the Proposal Toolbox (right side of screen).

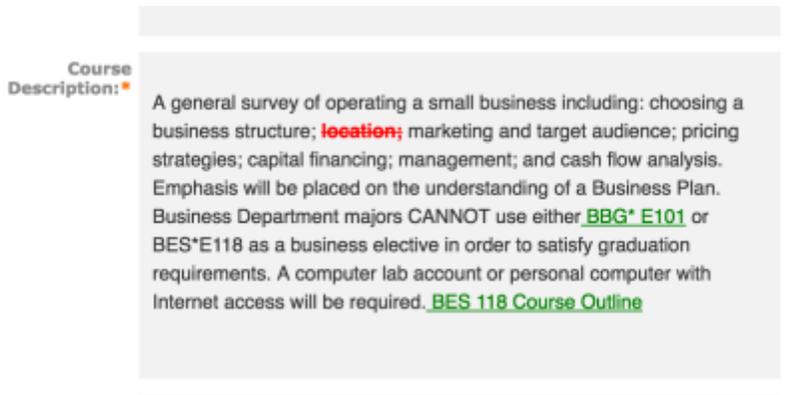


If, during later steps, others have made any edits to the proposal they will also be listed. Each user that makes changes is assigned a different color.

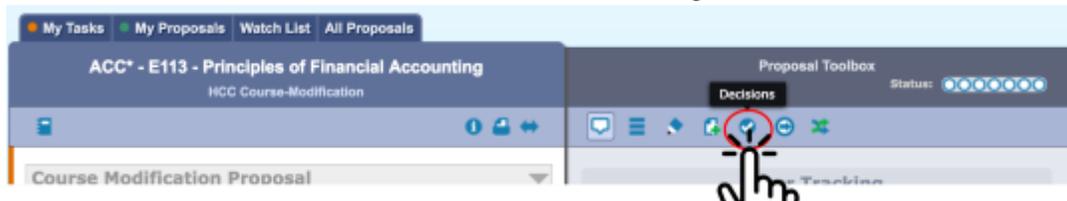


Changes to any field will display in a new color as shown below:

Using Curriculog to Develop Curriculum proposals



10. When finished, click the circle with the check-mark on the right for “Decisions”.



11. Choose to “Approve”.

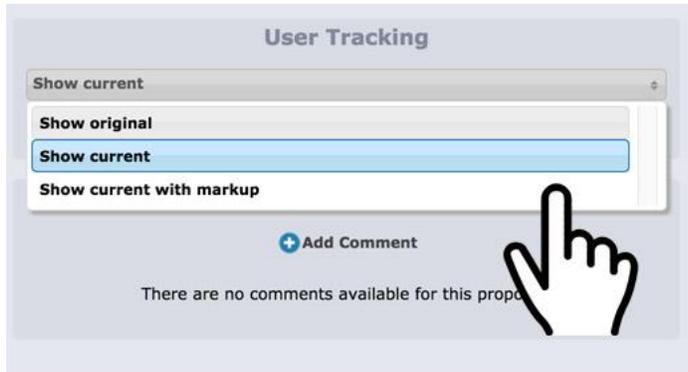
To approve or reject a proposal:

1. Click on “My Tasks”.
2. If you are the “originator” or assigned to a “role” that currently needs to approve or reject a proposal, click the second option to the right the proposal name for “Edit Proposal.”

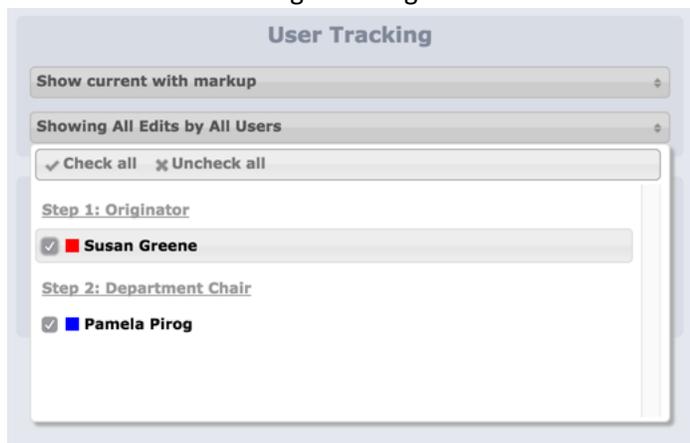


3. Review the proposal. If the proposal includes course- or program-modifications, you can review these changes by selecting “Show Current and Markup” in the User Tracking screen in the Proposal Toolbox (right side of screen).

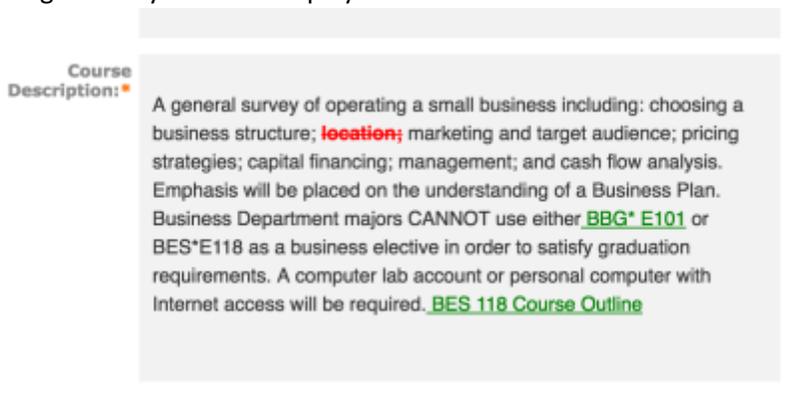
Using Curriculog to Develop Curriculum proposals



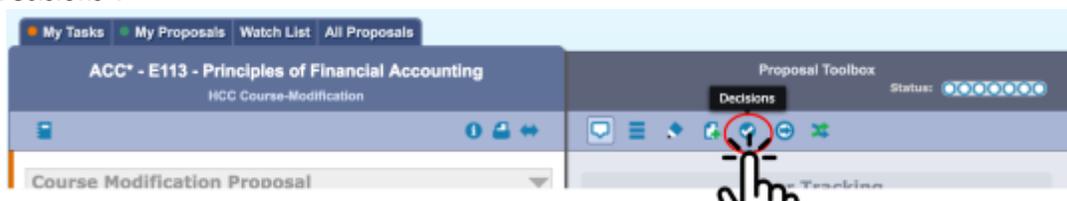
If, during later steps, others have made any edits to the proposal they will also be listed. Each user that makes changes is assigned a different color.



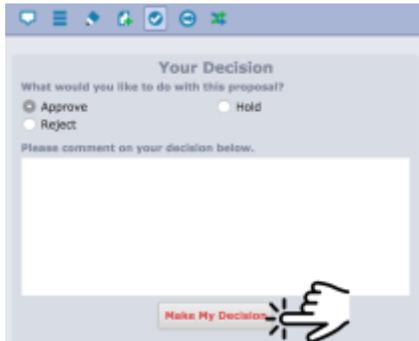
Changes to any field will display in a new color as shown below:



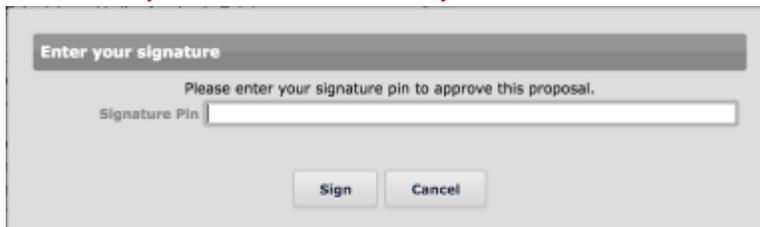
4. When you are ready to make a decision, click the circle with the check-mark on the right for "Decisions".



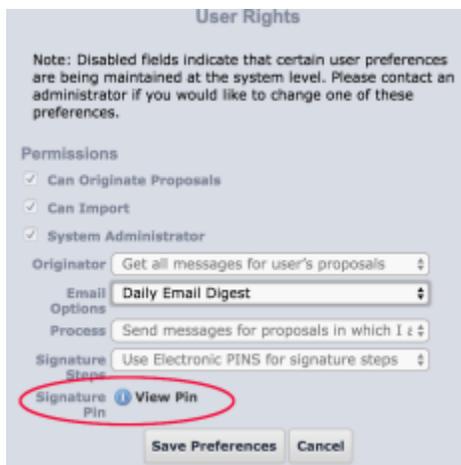
5. You can choose to “Approve”, “Reject”, or “Hold” if you need more information or would like to see a modification before making a decision. All three options offer the opportunity to comment, although commentary will be *mandatory* if “Hold” is selected. When finished, click “Make My Decision.”



If your decision requires a SIGNATURE PIN you will see this screen:



To find your PIN, roll over your name on the upper right, select “My Settings”, then select your name on the left. Scroll down on the right to find an option to “View PIN”.



To Log Out Roll over your name on the upper right and select “Log Out.”

