Login to Curriculog

1. Go to [https://purdue.curriculog.com/](https://purdue.curriculog.com/)

2. Login with your Purdue Career account and password on the upper right of the screen login

3. You are now logged in and can find your proposals to work on.

Toolbar and Dashboard

1. **Toolbar**
   Across the top of the page you will find a toolbar, from which you may access the Proposal, Agendas, Accounts, and Reports Modules.

2. **Recent Notifications**
   You 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 e-mailed to you as well. The My Recent Notifications section of the Dashboard will show you the five most recent notifications. If additional actions are required, there may be a link provided within that notification. To scroll through more options, select the arrow in the upper right corner.

3. **My Settings**
   In the upper right corner, options for your user account listed below the dropdown menu, giving you options for My Settings (selecting My Settings will redirect you to the Accounts Module from the top menu), and Logout.

   Following your name are “Help” and “Search” icons.

   Selecting “Help” will display a window featuring symbols and colors utilized in Curriculog.
4. My Upcoming Events

My Upcoming Events will list the next five upcoming items. Events may include deadlines within your proposals, or events that the Administrator has placed on the calendar. To view the full calendar, select the calendar icon in the upper right corner. Please note, only an administrator has the ability to add events to the calendar.

Selecting one of the upcoming events will expand and show additional details. The calendar included with Curriculog is built to manage deadlines and track timeframes within the system. It will not export or import information, and it will not sync with any external calendar application.

Proposals

A proposal is a form that follows a workflow to receive an approval.

From the Proposal Module in the top navigation, you will now have access to the My Tasks, My Proposals, Watch List, and All Proposals tabs.

- **My Tasks** - lists all proposals assigned to you and awaiting action.
- **My Proposals** - lists all proposals you have created, whether they have been launched or not.
- **Watch List** - lists all proposals you have selected to watch. You may or may not have editing permissions or decision making abilities on an item you are watching.
- **All Proposals** - lists all proposals in Curriculog.

1. New Proposal

Below these tabs is the New Proposal link. Selecting New Proposal will open the workflow to create a new proposal. There are various icons and colors associated with the proposals.
The thin colored bar that appears to the left of the proposal will change based on the relationship with the user.

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

### 2. Status Icons

There are numerous icons that may be associated with proposals. These can be found throughout Curriculog.

- **Urgent** - Indicates a task is urgent. An item will be considered urgent once the urgency threshold has been met. (After a proposal has been launched and waiting for approval.)

- **View Summary** - Creates a fly-out on the right pane displaying information relevant to the proposal.

- **Edit Proposal** - Directs you to the Proposal Toolbox, where modifications are made and decisions are entered depending upon your permissions.

- **Send message about Proposal** – Allows you to send a message to another user within Curriculog. Emails are not maintained within Curriculog.

- **Watch Proposal** - Allows you to keep track of a proposal in progress by listing under the Watch List tab.

- **Done Watching Proposal** - Allows you to stop tracking the Proposal.

- **My current decision** - Changes based on what decision you have made on the Proposal. You can click the help icon or see section 2a above for a key to what the different decision icons mean.

- **Delete a Proposal** - Deletes a proposal permanently from Curriculog. Proposals cannot be deleted after they have been launched unless they have been canceled by an Administrator. The delete icon is always available for unlaunched proposals. If the proposal has been launched, you may be able to cancel it by selecting it as a decision or by contacting your Administrator.

- **Step Restart** – This symbol indicates that a step was restarted. A restart may occur when the users involved in the step are replaced with another user.
3. **Editing a Proposal**

Proposals awaiting a decision from you will be listed in the *My Tasks* tab of the Proposals Module. This tab will display by default when logging into Curriculog. When you hover over a Proposal, several icons will appear giving you options for interacting with the Proposal. Select the Edit Proposal icon to make a decision. The proposal form will display allowing you to see the full proposal and Proposal Toolbox from the Discussion tab, providing a view of the User Tracking and Comments.

4. **View Status of Proposal**

You may view the status of each step within the proposal by hovering over the Status icons in the upper right of the Proposal Toolbox. Each circle indicates a step in the proposal. Hovering over a circle indicates the name of the step and the decision made on that step.

5. **Show Markup/Changes**

To review changes entered by other users, you will need to change the User Tracking drop down menu from ‘Show Current’ to ‘Show current with Markup’.

This will display the changes that have occurred, and when hovering over the changes you will be able to see a time and date stamp, as well as the user’s name.
6. **Print**

You may also choose to print your Proposal at any time by selecting the Print Friendly icon from the upper right corner of the form. When you choose to print the Proposal, you will be presented with a print friendly version of the form. If you would like to include more details, you can select ‘Print Options’ and use the checkboxes to select the information you would like to include in your printed version.

7. **Toggle Full-width Form**

You may also choose to expand the form into a full screen view, by selecting this icon. This can be toggled on or off at any time.

8. **Uploading Attachments**

You may also choose to include files with your Proposals. To attach a file, select the ‘Files’ icon from the Proposal Toolbox. Next, select the ‘Browse’ button to locate the file on your computer you wish to attach, and click ‘Upload’. The attached file will now be available within the Proposal for review.