Viewing and Approval Instructions for Department Faculty
1. Go to MyUSI and login. The Curriculog Icon will be located under USI online services. Click on the icon.

2. Click on the Login Button in the upper right-hand corner of the Curriculog screen. Clicking on the login button will automatically log you into the program. You will not have to enter your login information again.
If you do not see your name where the login button was, then you are not logged in.

***You have to be logged in to see and use the action buttons.***
The screen will now display “My Dashboard” and four tabs. If you do not see these, check again to make sure you are logged in.

My Recent Notifications- List of notifications which consist of status updates.

My Tasks- Items waiting for action from the user, i.e. Department Chair may have proposals waiting for his/her approval after a department meeting and vote.

My Proposals- Proposals that originated with the user. This list will include both launched and unlaunched.

Watch List- Proposals that the user has decided to track through the process.

All Proposals- All Proposals available for viewing, transparency and permissions apply.
Proposals that need your attention will appear under the “My Tasks” tab.

View Summary. Clicking on this icon will show the proposal in a window to the right on the screen.

View Proposal. Clicking this will allow you to view the proposal in a new screen, and allows information to be viewed in greater depth. This is the button that has to be selected in order to have access to the action buttons.

Sends a message about the proposal to the originator from Curriculog.
You cannot respond to an email generated by Curriculog. You will have to email the sender through USI Outlook.

Flags a proposal that you want to follow. This will move the proposal under the Watch List tab.

*To view a proposal and have access to the action buttons, click on the view proposal button.

The proposal will appear on the screen and the action buttons can be viewed in the toolbox window to the right.
Discussion button- This allows the viewer to review or make comments for steps they are involved in.

Status- Displays the proposal history.

Files- This allows you to view files that have been attached.

Decisions- Show the where the petition currently sits in the approval process. Voting buttons will also appear if you are involved in the current step.
Viewing or Adding Comments for a proposal

1. Click on the Discussion button to view comments made or to add a comment.

2. Click on the blue circle with the white plus sign next to “Add Comment”.

You can reply to a comment by clicking the blue “Reply”.
Status Button

Status Button- Shows the status of the petition.

Clicking on the Status Button will show the proposal history in the proposal toolbox.

A white circle next to a person’s name indicates they have viewed the proposal.
A green check within the circle indicates they approve the proposal.
A red “X” within the circle indicates they rejected the proposal.
How to view decisions made by a group of people within a step

To expand the group and see the list of names, click on the downward arrow next to the group name.
How to view attached files

Click on the “Files” icon in proposal toolbox

If there is an attached file, it will appear in the toolbox. Click on the attachment to open it. How this file opens will depend on the format that it was saved in, i.e. pdf or word format.
How to vote on a proposal

1. Click on the decisions button.

2. Click either the approve or reject button.
   It is recommended, but not required, to leave a comment explaining your reasoning if you decide to reject the proposal.

3. After selecting one of the voting buttons (and leaving a comment if you decide to), you must click on the “Provide my Opinion” button for the vote to record on the status page.
Maneuvering in the Curriculog Program

You will not have to click any buttons on the internet browser bar to get to different pages in the program.

Clicking on the word “Curriculog” or “Proposals” will take you back to the home page that displays the four tabs (My Tasks, My Proposals, My Watch List, and All Proposals) regardless of what screen you are in.