Curriculog Quick Reference Guide

Submitting a New Proposal:

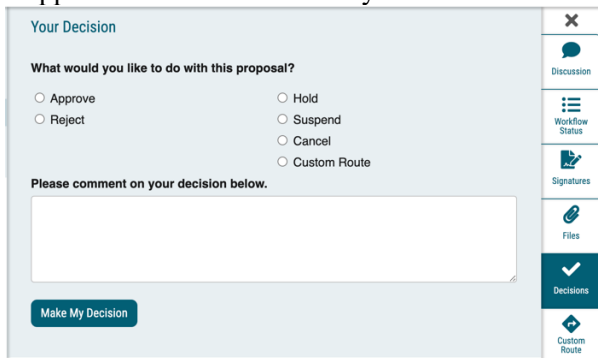1. Go to Curriculog at https://sdsu.curriculog.com.

2. Click "Login" in the top right-hand corner of your screen and enter your SDSUid and password.
   Note: You will be asked to authenticate your login via Duo.

3. To start a proposal, click the **+ New Proposal** button.

4. Select the correct form from one of these tabs [**All Processes** | **Courses** | **Programs** | **Others**] (e.g., New Course, Course Modification, New Graduate Program, Undergraduate Program Modification, etc.) and click on ✔ to start your proposal.

   a. If you are submitting a Course or Program Modification you will need to click on the **Import** button to import the existing information.
      Note: Make sure you enter the course or program name accurately and import from the "Working Catalog".

5. Complete your form.
   ProTip: To ensure accuracy and speedy processing, make sure to read all directions carefully. Be sure to complete any steps with an * or that say "Required".

6. Once you have completed entering all required information you will need to launch and validate your proposal. You do that by clicking on this **🚀 Validate and Launch Proposal** button found at the top or bottom of your form.

7. **Wait! You're not done yet.** For your proposal to enter the Workflow, you must also approve your proposal. You can do that by toggling to the Decisions Tab (with the checkmark) and click "Approve" and then "Make My Decision". You should see a field that looks like this:

8. That's it! Your proposal has now entered the Workflow.
   Reminder: *You can check the status of your proposal at any time by logging into Curriculog and clicking on the* **● My Proposals** *tab at the top of your page.*