

# How to use the 2022-2023 Course New Approval Process

## General Instructions and Information:

- Read each step carefully.
- Save often using the save icon at the top of the page or the "Save All Changes" button that hovers as you scroll through the page.
- All proposals, if approved, will be effective beginning Fall 2022.
- If any information is missing, incorrect, or steps are incomplete, the registrar will send the proposal back to the originator for correction.
- Red asterisks \* indicate that the field is required.

## Attachment Requirements:

- Course Syllabus
- Optional supporting documents

## Proposal Instructions:

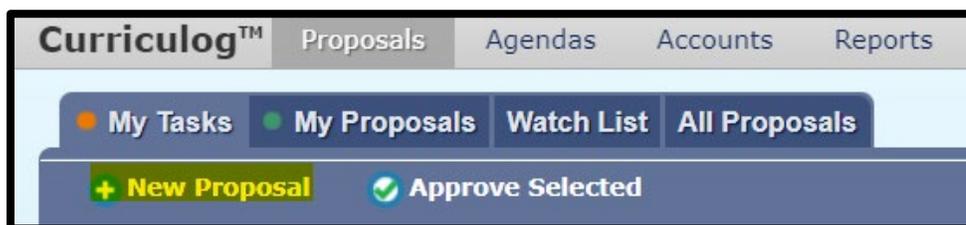
**Step 1:** Login to *Curriculog* using your SFA credentials.

- The link to Curriculog can be accessed from mySFA on the Faculty tab in the Faculty Tools box.



- The direct link is: [sfasu.curriculog.com](https://sfasu.curriculog.com)

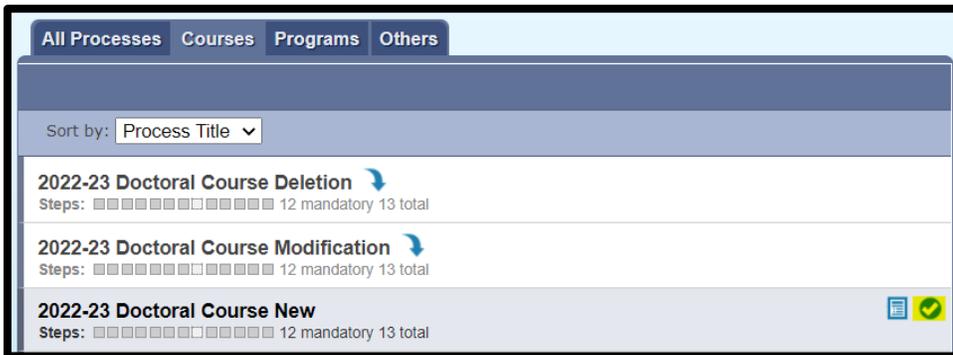
**Step 2:** Select "New Proposal" from your dashboard. This will take you to a list of approval processes to being your proposal.



**Step 3:** Select "Courses" from the approval process tabs.



**Step 4:** Find the Course New Approval Process for your level and select "Start Proposal" icon.

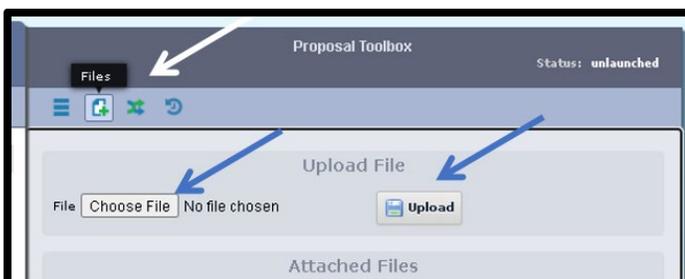


**Step 5:** Enter required proposal information.

- Provide information regarding the Texas State Core Curriculum for undergraduate proposals.
- Select an answer for "Educator Program or Certificate."
- All required fields as indicated by the red asterisk, \*.
- Rationale: Use this field to discuss the changes you are wanting to make and why.
- Provide catalog information that did not import from the bulletin.

**Step 6:** Attach syllabus and other supporting documents.

- Steps to attach documents:
  1. Scroll up to the top of the page, find the Proposal Toolbox in the top right corner, and select the Files icon .
  2. Select "Choose File" and use the file navigation to select your documentation.
  3. Select the Upload button to attach your documents.



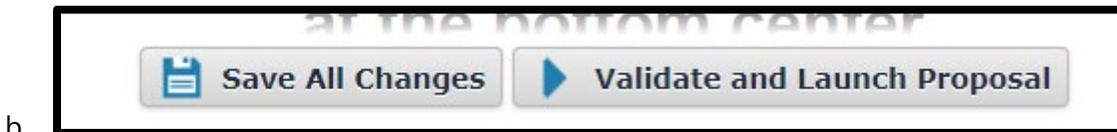
4. Scroll back down and select the check box in the Attachments area.



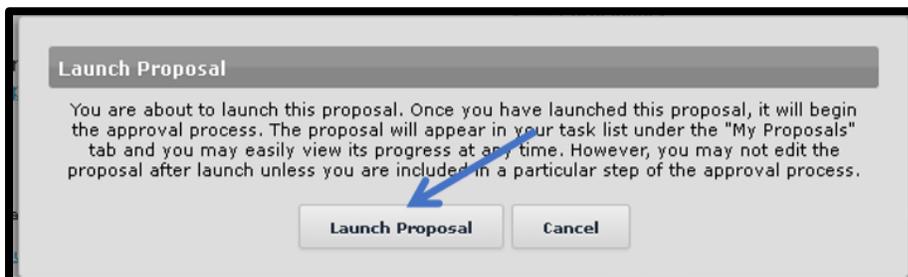
**Step 7:** Save your changes using the save icon at the top of the page or by clicking the "Save All Changes" button that hovers as you scroll through the page.

**Step 8:** Launch proposal.

- You can either scroll to the top of the page and click the [save icon] or select the "Validate and Launch" button that hovers as you scroll through the page to launch your proposal.



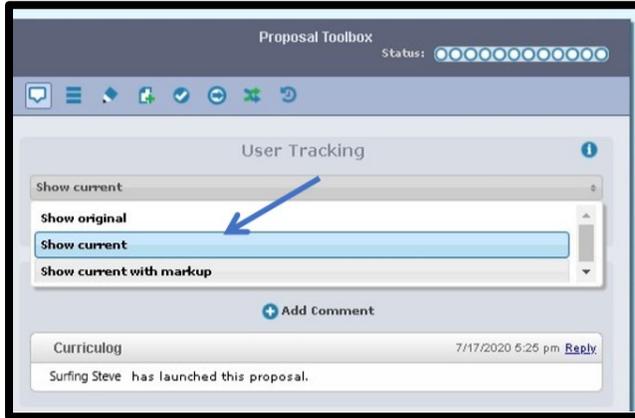
- Select "Launch Proposal" in the popup.



- You must launch your proposal and then make a decision before the proposal can move on in the approval hierarchy.

**Step 9:** Review your changes.

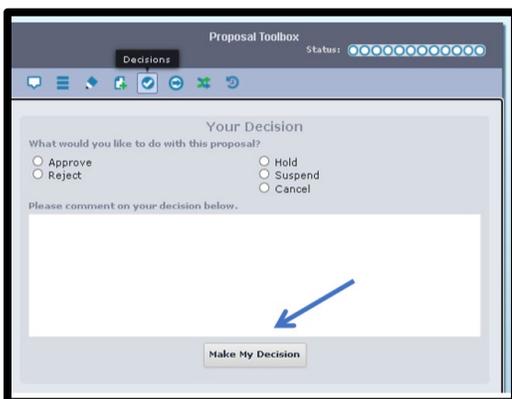
- You can use the User Tracking area on the right-hand side of the page. Change the dropdown menu from "Show current" to "Show current with markup" to see what changes have been made.



- All changes made since beginning the proposal will show in bold colored text.



**Step 10:** Make a decision by scrolling to the top of the page and selecting the  icon at the top right-hand corner. If you are satisfied with your proposal, select "Approve" and then select "Make My Decision"



**\*\*End of instructions\*\***