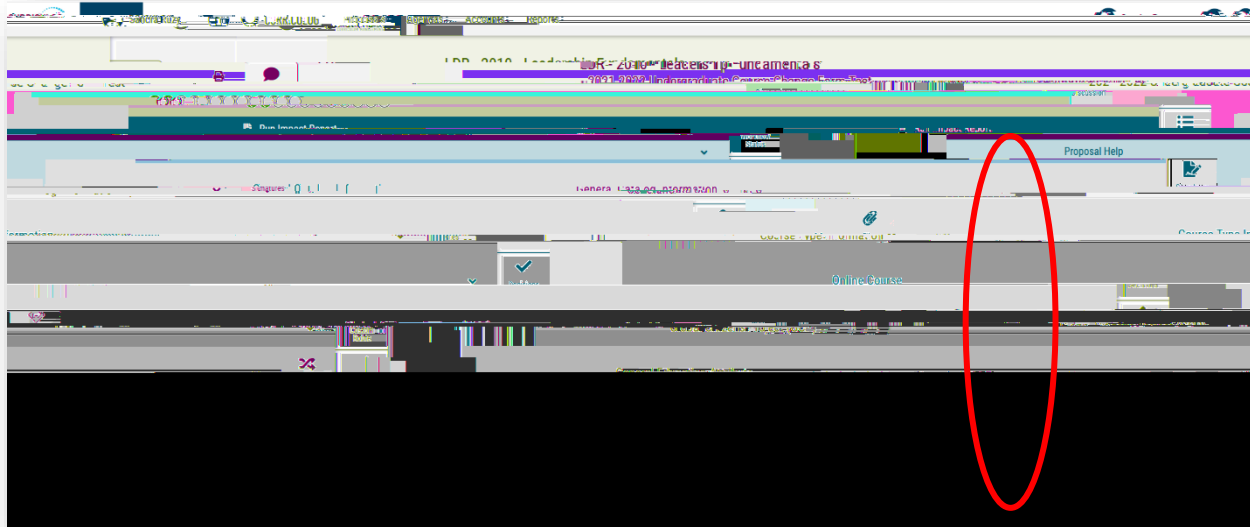
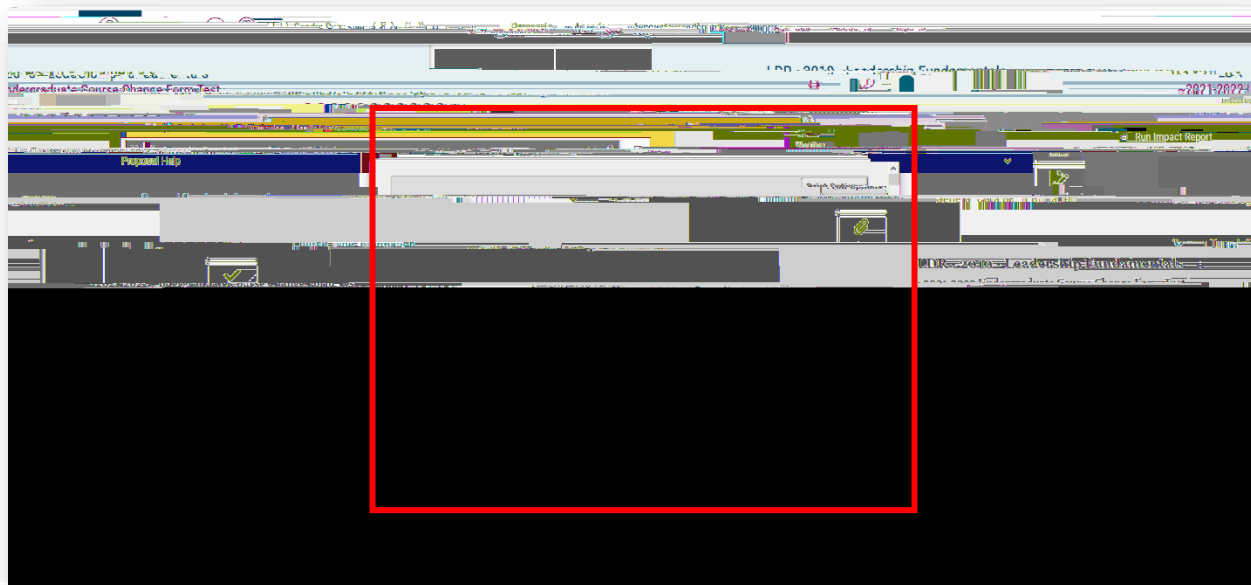


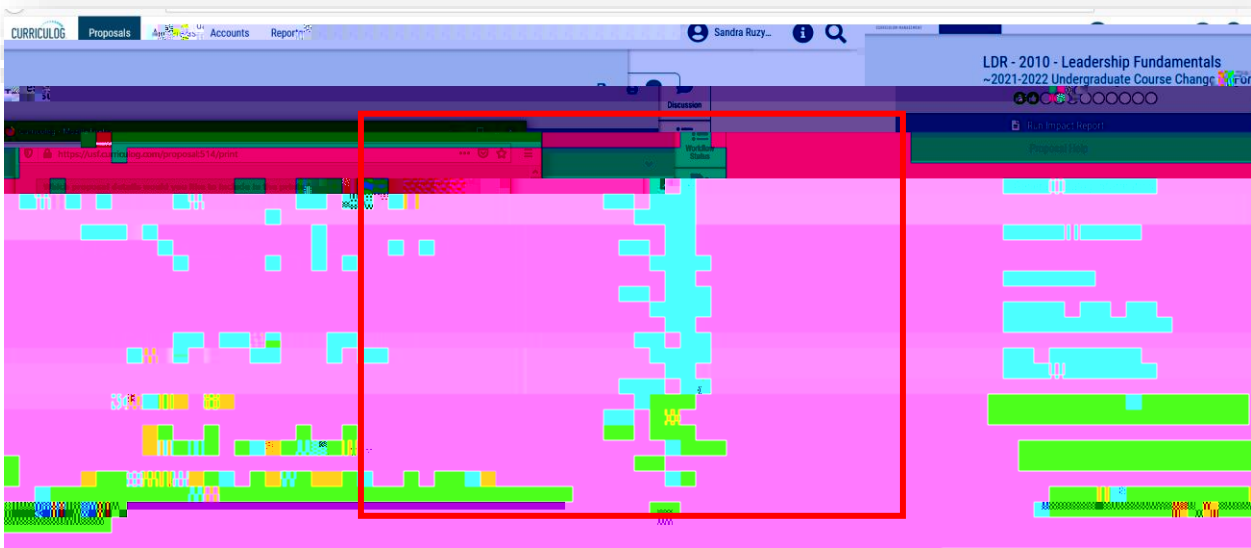
Any section can be opened by clicking the arrow to the right of the section heading. In this way, the Office-level reviewer can view the specific information for that section and complete the associated fields in the “Office Review Only” section.



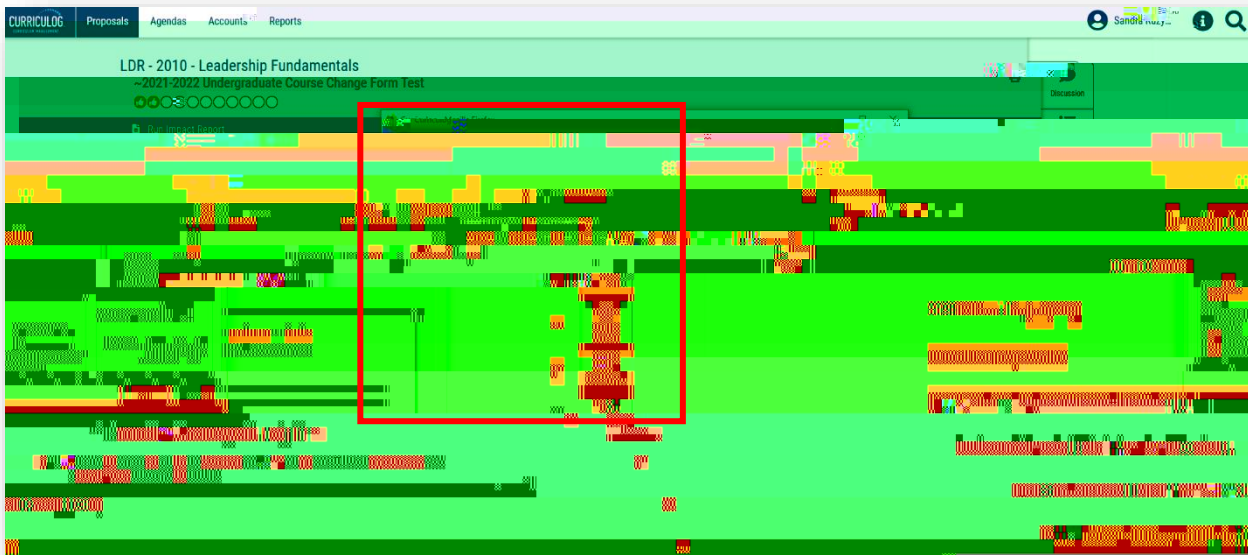
In addition, the Proposal can be printed or saved as a .pdf file. Click the “Printer” icon in the top right of the proposal. A secondary window will open. Click the “Print Options” in the top right of the print window.



The secondary window will change to display a list of “Print Options.” You can click any of the options and/or select the “Print Proposal” button under these options.



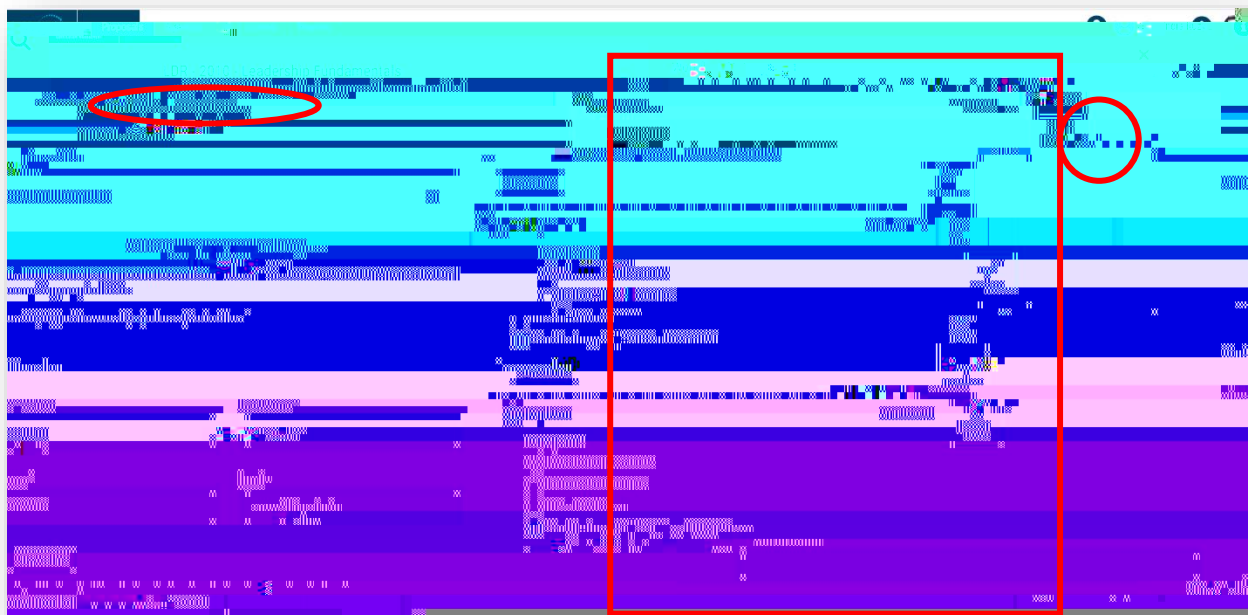
Another window will open with the selections to print the proposal to a printer, save or print as a .pdf file, or other options. You will make your selection in this window, and then close these windows to return to the proposal.



Office Approval in the Workflow Process

Once the **Office** has completed the “Office Review Only” section in the Proposal, the right side of the dashboard should be opened by clicking the “Workflow Status” icon. This will open up the approval workflow process. Below you can see the first step is the “Originator.” In Curriculog, the proposer is called the “Originator.” There is a green “Thumbs up” for this step indicating the “Originator” approved the proposal which moved the proposal to the next step, the College. Each of the subsequent steps in the approval workflow process also have a green “Thumbs up” icon which indicates the proposal has been approved.

On the left side of the dashboard, the circles under the title of the course also reflect the approval workflow process and its current status.



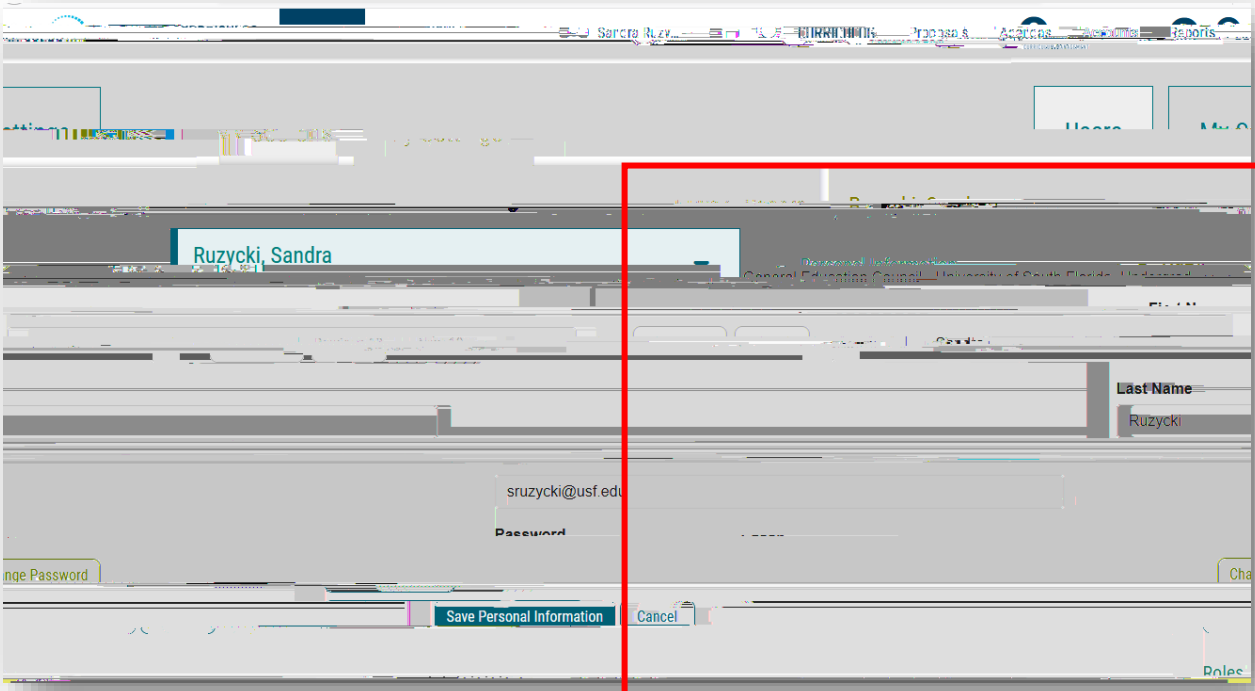
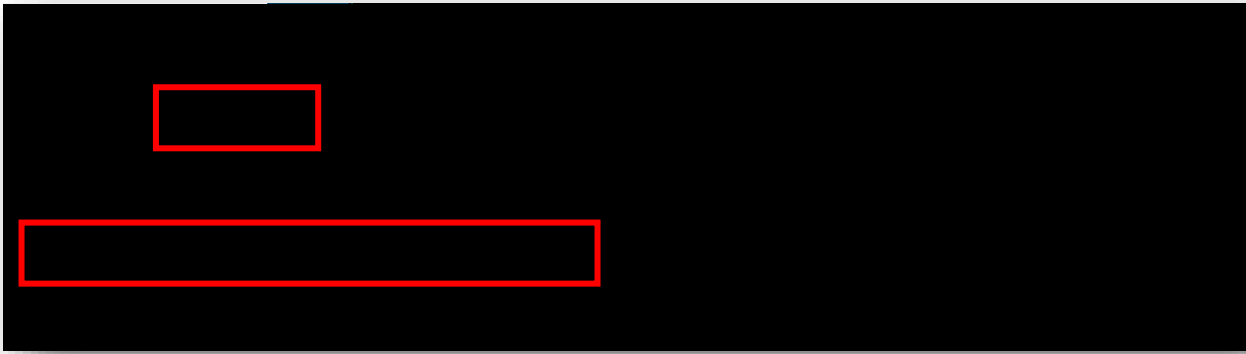
You can make the needed changes, save them on the proposal, and then approve those changes in the approval workflow steps to move it to the Undergraduate Studies.

You can “Reject” the requested changes, add comments, and then click “Make My Decision” to move the proposal back to Undergraduate Studies.

Or you can contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu and request that the proposal be sent to the proposer to make the changes.



Select "My Settings" and click your name to bring up the "My Settings" screen.



Scroll down to “Email Options” and use the drop-down arrow to select how often you want to receive email notifications from Curriculog. Then click the drop down under the “Process” heading. You can select “Send messages for the steps in which I am involved only” to have Curriculog notify you when

This concludes the USF Curriculog Office Approval Workflow Process tutorial. Additional Curriculog tutorials are located at <https://usf.edu/ugs-curriculum-training>, as well as important dates and deadlines, FAQs, and other resources.

You can email the Undergraduate Studies Curriculum Team at UGS-DOCurriculum@usf.edu for any additional assistance.

