# USF Curriculog   Originator Approval Workflow Process

Welcome to the University of South Florida's Curriculog Originator Approval Workflow Process tutorial. This tutorial will focus on how a Proposer - or

**Originator -**

When the proposal opens, you will click the "Rocket ship" icon or "Validate and Launch" in the dark blue toolbar. You will follow the prompts to "Launch" the proposal.

If you have questions, please contact the Undergraduate Studies Curriculum team at UGS-DOCurriculum@usf.edu.

The College is the next step in the approval workflow process.  The College will have the same list of decision options that you had as the "Originator."  The College will review the proposal and complete the "College Review Only" section. They can also add comments in their approval workflow area. The College can then "Approve" the proposal.

The College can also "Reject" the proposal and send it back to you.  Comments from the College on the proposal will help you make the needed changes.  You will receive an email notification from Curriculog that the proposal has been sent back to you.  You will log into Curriculog; the proposal will appear under the "My Tasks" tab.

Click on the title of the proposal to open it, and go to the right side of the dashboard to see the comments in the "Discussion" area.  You can then make the needed changes and save them on the proposal.  Next, you will "Validate and Launch" the proposal to send it back into the approval workflow process.  Finally, you will need to approve those changes in the approval workflow steps to mo sal