

# Curriculum Proposal Quick Start Guide (formerly Curriculog)

## Starting & Launching a Proposal

**Step 1.** Log into the MYHOFSTRA portal.

**Step 2.** Click on the **Curriculum** (Curriculog) icon in the app section.

**Step 3.** Click **+ New Proposal** (top right).

**Step 4.** Select the correct form for the process.

**Step 5.** Click ✓ (**Start Proposal**) (icon to the right of form name).

**Step 6.** Some proposals require an import from the bulletin. If prompted with **Search Curriculum Inventory** enter your search terms, click **Search**, and choose your course or program from the list by clicking → (**Preview and Build**) (icon to the right of the program/course name). Once confirmed click **Build Proposal** (bottom).

**Step 7.** Complete all required (\*) fields. Some fields may be prefilled if data was imported.

**Step 8.** Click **Save All Changes** (top) as needed

**Step 9.** When complete, click **Validate and Launch Proposal** (top)

**Important:** You are not done. You must also complete the **Originator Step** before the proposal moves forward. You can only edit proposals that are in your step in the workflow.

## Editing & Approving Proposals

**Step 1.** Log into the MYHOFSTRA portal.

**Step 2.** Click on the **Curriculum** (Curriculog) icon in the app section.

**Step 3.** Go to **My Tasks** (top left tab).

**Step 4.** Hover over the proposal you wish to edit.

**Step 5.** Click inside the rectangle to open the proposal and edit.

**Step 6.** Additionally, perform any of the following:

- **Run Impact Report** (see what courses list this as prereq) (top)
- **Print Proposal** (printer icon, top)
- **Show current with markup** (to view changes) (top right dropdown)
- **+ Add Comment** (top right button in the **Discussion** tab)
- **:≡ Workflow Status** tab to view the workflow
- **Files** tab to view/upload files
- **✓ Decisions** tab to Approve/Reject. Once decided, click **Make My Decision**

## Help

If you experience difficulties after following these steps, contact the **Manager for Academic Curriculum** at [bulletin@hofstra.edu](mailto:bulletin@hofstra.edu) ext. **36170**. If you need a Curriculum account, send your request to [bulletin@hofstra.edu](mailto:bulletin@hofstra.edu) and include your Hofstra ID number.