Starting & Launching a Proposal

Step 1 ⇒ Go to MYHOFSTRA to get into the portal
Step 2 ⇒ Click on the app section for the Curriculog Icon
Step 3 ⇒ Click ✉️ New Proposal (top left)
Step 4 ⇒ Select the form for the appropriate process and year (click on the form name so it is highlighted)
Step 5 ⇒ Click ✉️ to Start Proposal (to the right of the form name)
Step 6 ⇒ Click ✉️ to Turn Help Text on (top right)
Step 7 ⇒ Click ✉️ to Import Data from the bulletin (top left)
Step 8 ⇒ Click ✉️ to Select Bulletin (far right)
Step 9 ⇒ Select Filter from Drop Down Menu (middle) (Best Practice is to filter by Prefix, if you know the Code you may add that as well)
Step 10 ⇒ Type in Prefix (e.g. MATH) and Code if wanted (e.g. 100)
Step 11 ⇒ Click “Search Available Curriculum”
Step 12 ⇒ View “Search Results” and Click on the Desired Course
Step 13 ⇒ Review Data (Import all fields even if changes are to be made)
Step 14 ⇒ Click “Import This Item”
Step 15 ⇒ Click ✉️ to Turn Help Text back on (right of left side)
Step 16 ⇒ Complete the Required Fields (*) but do not change the imported data at this point (Important!). (The Help Text will help you know how to complete the fields so make sure it is on.)
Step 17 ⇒ Click ✉️ to Launch Proposal

PLEASE NOTE: YOU ARE NOT DONE, YOU MUST NOW APPROVE THE ORIGINATOR STEP BEFORE IT CAN MOVE ON

Editing & Approving Proposals

Step 1 ⇒ Go to MYHOFSTRA to get into the portal
Step 2 ⇒ Click on the app section for the Curriculog Icon
Step 3 ⇒ Click “My Tasks” (top left)
Step 4 ⇒ Hover Over the Proposal on Which You Wish to Work
Step 5 ⇒ Click ✉️ to Turn Help Text on (right of left side), if needed
Step 6 ⇒ Click ✉️ to Edit Proposal with Desired Changes (note: by launching first, edits will appear in red when others review it)
Step 7 ⇒ Perform Any of the Following:
  - Click ✉️ to Perform an Impact Report (e.g. see what courses use this course as a prereq)
  - Click ✉️ to Print the Proposal
  - Click ✉️ to Expand the form to Full Width (easier editing)
  - Click ✉️ to View Comments & Discussions
  - Click ✉️ to View Proposal History (and where it is headed)
  - Click ✉️ to see Signatures (Dean’s Step and EPC)
  - Click ✉️ to Upload or View Attached Files (e.g. syllabus)
  - Click ✉️ to Approve (if you have logged in and if it is your step, you will then get a Decision Box allowing you to approve, reject, etc.)

If you have followed the above steps and are experiencing difficulties, please contact Hofstra’s Curriculog Manager, Dia Whyte on ext. 3-6170 or via email at Dia.Whyte@hofstra.edu.