Creating a Proposal in Curriculog

Browser Information

You will need to use Firefox as your web browser for Curriculog to run properly. If you receive a browser “error” when you login to Curriculog, make sure that you have the most up to date version of Firefox currently available at GRCC. You can download an update for Firefox in your Application Explorer folder on your GRCC desktop or contact IT Help for assistance.

Log In

Curriculog can be accessed by visiting https://grcc.curriculog.com/. To login, navigate to the upper right corner of the screen and select “Login.” Your login and password are the same as your Novell username and password.

Starting a New Proposal

Selecting New Proposal allows you to create a new proposal.

Using this function, you will select the appropriate process for the work you wish to accomplish. There are four tabs available for listing the approval processes you may choose from to create a new proposal:
- **All Processes** - Lists all approval processes available for use.
- **Courses** - Approval processes created using the course defaults.
- **Programs** - Approval processes created using the program defaults.
- **Others** - Approval processes created without any defaults.

Each tab will display ten rows with “Previous 10” and “Next 10” buttons available for navigating when there are multiple pages. A Sort by: drop-down menu is available for sorting the processes by Process Type or Process Title. Each process row will display the name of the approval process, the number of steps involved in the process and a blue checkmark.

Clicking on a process will display the Process Summary fly-out over the right pane. This will display the steps specific to the process you have chosen, with a list of participants and step details for each step in the process.

To start a proposal, hover over the approval process you would like to use and select the blue checkmark to start the proposal.

This will launch the Approval Steps on the right side, and the form for the process you have selected on the left side. Both the form and the approval steps will be specific to the process you have selected.