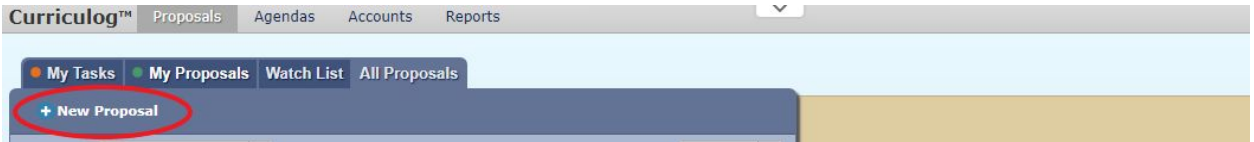


# Curriculog Quick Guide for Faculty

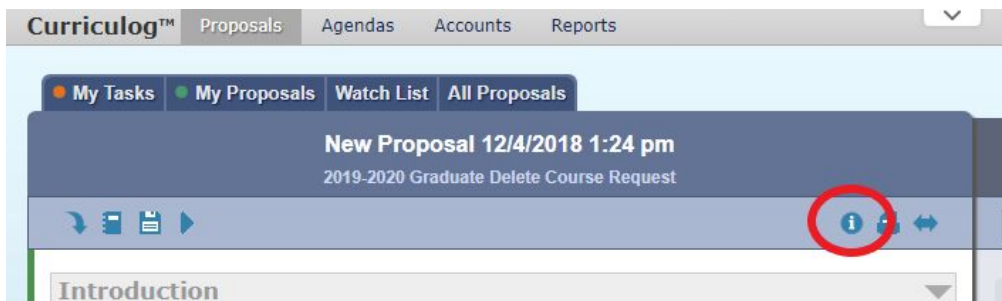
1. Log in to Curriculog. [www.westga.curriculog.com](http://www.westga.curriculog.com)
2. Access your pin. (see Faculty Guide for more information)
3. Start a proposal by clicking “New Proposal.”



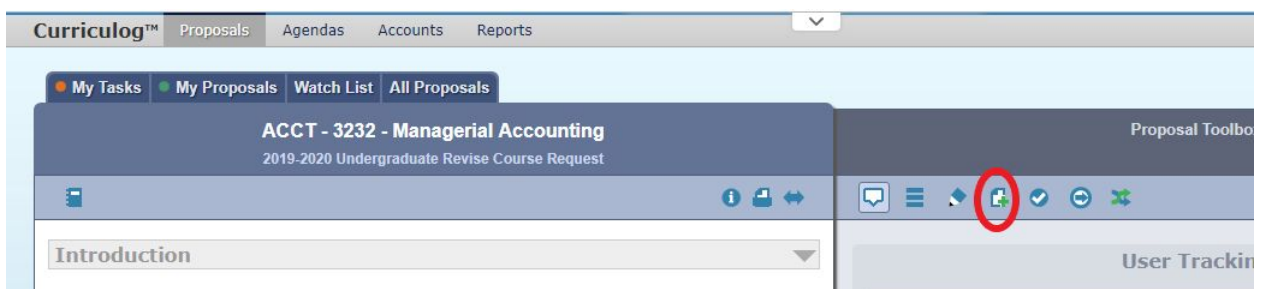
Choose the correct proposal that applies to the change you would like to make.

- 2021-2022 Undergraduate Delete Course Request
- 2021-2022 Undergraduate New Course Request
- 2021-2022 Undergraduate Revise Course Request
- 2021-2022 Undergraduate Delete Program Request
- 2021-2022 Undergraduate New Program Request
- 2021-2022 Undergraduate Revise Program Request
- 2021-2022 Graduate Delete Program Request
- 2021-2020 Graduate Revise Program Request
- 2021-2022 Graduate New Program Request
- 2021-2022 Graduate Delete Course Request
- 2021-2022 Graduate Revise Course Request
- 2021-2022 Graduate New Course Request
- 2021-2022 eCore Undergraduate New Course Request
- 2021-2022 eCore Undergraduate Revise Course Request
- 2021-2022 eCore Undergraduate Delete Course Request

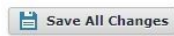
4. Turn on help text.



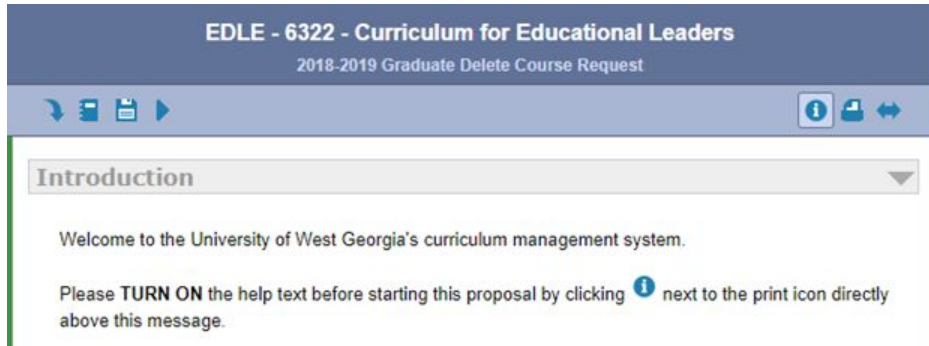
5. Add attachments to your proposal.



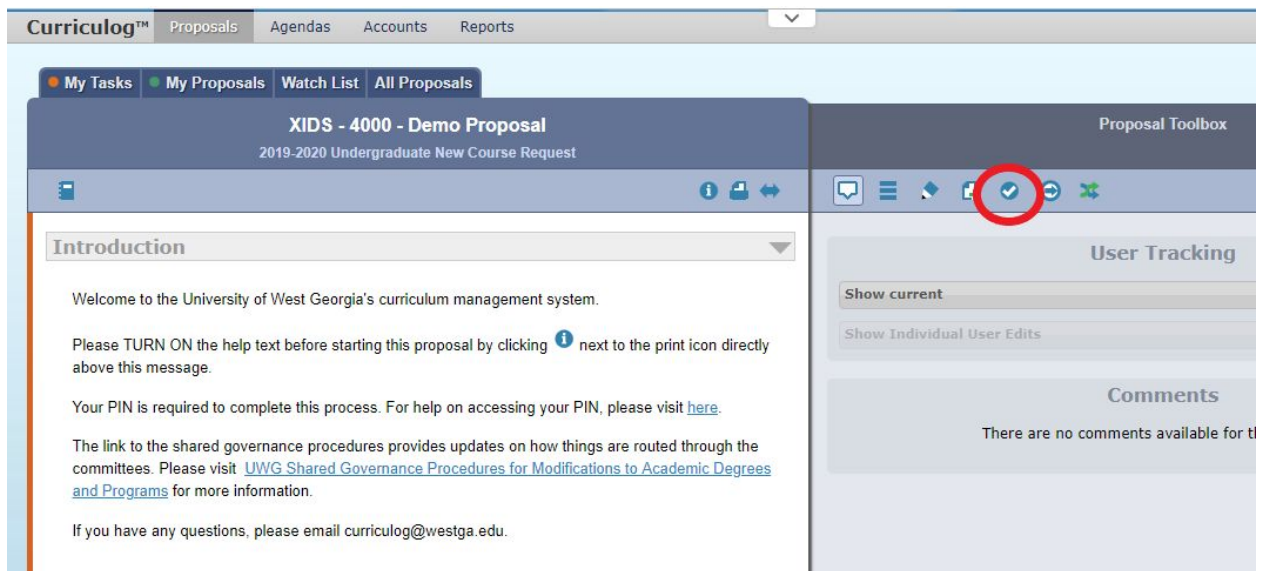
6. Save your proposal. This button is located on the bottom of each proposal. Proposals can be saved as drafts and completed later.



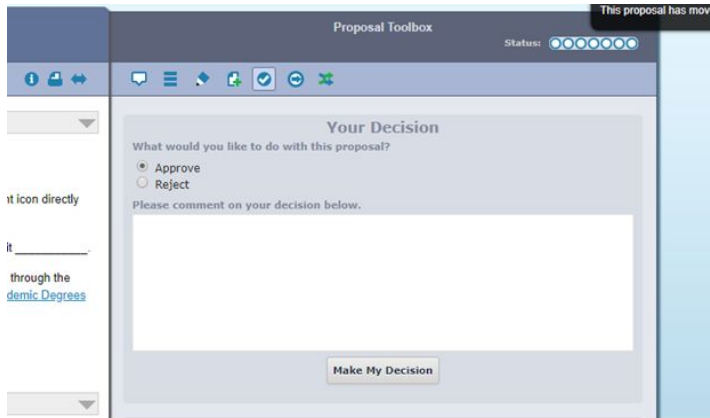
7. Launch your proposal. Select the ▶ icon.



8. Make a decision on your proposal. Choose the ✓ icon.



Choose "Approve" and "Make My Decision."



Enter your PIN.

