APPROVING PROPOSALS IN CURRICUNET

Approving Proposals in CurricUNET

You will receive an e-mail from CurricUNET with a notification with directions below:

Login on To Curricunet

1. Click on link titled "My Approvals" under Track on the left side of the page.
2. Select appropriate role from the drop down box. Click "Next".
3. A list of approvals waiting for you will be displayed.
4. Click on the "Action" Button next to the approval process you want to take action on.
5. Enter any comments related to the approval (remember everyone can view your comments).
6. Select action you wish to take and click save.
7. The "My approvals" page will be displayed, with any additional approvals for the select role.

Options for approval may include:
- ❖ Reviewed (proposal moves forward in the approval process)
- ❖ Reviewed and Changes Needed (proposal is *returned to originator*)
- ❖ Reviewed with Suggestions (proposal moves forward in the approval process)