Instructions for Approving Operating Policies in Curriculog

1. Log on to http://ttu.curriculog.com

2. Login with your eRaider and password; the Login link is at top right of portal.

3. Once logged in, click on “My Tasks.”
4. A copy of the OP to be approved should appear. It will be named “XX.XX” Click on it to activate the proposal.

5. When activated, the proposal will have several options. You can view a summary of the proposal (the notebook icon), edit the proposal (page icon), send a message to any of the parties involved in the proposal (letter icon), watch the proposal (i.e. receive an alert whenever anything happens to the proposal, indicated by the star icon), and make a decision regarding the proposal (the circle-arrow icon). You may edit the proposal by clicking on the edit button (page icon).
When the Edit Proposal option has been selected, each area of the OP will show up as a data field. You can click inside each field and begin editing the text. You can also view who has made changes to the text, and what those changes are, by looking under the “User Tracking” feature on the right side of the portal. “Show current” is the default setting, but if you click on the tab, you have the option of “Show original” (which shows the document as it was originally created) and “Show current with markup” (which shows how the document has been edited, similar to Microsoft Word’s edit tracking feature). If you hover over any of the edits, it will show who made the edit and when. Plus, different users will be color-coded differently, which should make tracking the changes easier.
7. Once the edits are completed, be sure to click SAVE.

8. Once saved, please click on the “Decisions” icon, which is the round icon with the checkmark inside it.

9. At this point, you should have the option to “Approve” the document or “Reject” it. (Some features, such as “Hold,” “Cancel,” or “Custom Route” are currently disabled, but may appear in the future if deemed necessary.) In this instance, please click “Approve”. The system will ask for a PIN; the default is 1234.

10. Once the OP has been approved, it will return to our workflow, and we can export the data into the OP document, format it, and post it online.

NOTE: The Curriculog system features an automatic notification system. Whenever a new task appears that needs your attention, you will receive an automated email regarding the task. The system will send out a reminder every seven days until the task has been completed.