Thank you for contacting me in-regards to the Course and Program Proposal System - Curriculog Training!

Please follow the directions below for accessing registration for Office of the Registrar Training for Course and Program Proposal System -Curriculog training.

**Directions to Register for Office of the Registrar Curriculog Training:**

1. Log in to Sum Total using the following link: [https://texastech.sumtotal.host](https://texastech.sumtotal.host)

2. Click on the Books icon located in the top, left-hand corner, the Library will be listed.

3. Navigate to the REGISTRAR title and click on the arrow this will prompt a drop-down list of the Office of the Registrar trainings. Make a selection by clicking on Course and Program Proposal.

4. Once Course and Program Proposal has been selected, navigate to the SELECT icon.

5. Then, click on the down arrow for the Register option and click the Register option.

6. Click on the Submit icon to register for training.