**LOGIN TO APPROVAL QUEUE**

1. Access the Curriculum Manager Resource Page and click Approval Queue

2. Enter your Username and Password then click Log In

3. Click the red Log In Icon in order to authenticate your ability to update, please click the icon to complete your login.

**APPROVE A COURSE/PROGRAM PROPOSAL**

- CM generates different types of alert emails based on the nature of the notification.
  - FYI – informational
  - Prompts for Action
- The link located in the email directs the user to the Approval Queue
- Login to the Approval Queue directly or click the link in the approval email

- If accessing via the email link, the proposal will be selected and “Your Role” will be pre-filled
- If accessing directly from the CM Resource page, select the appropriate proposal from the Page list and then select the appropriate role for the proposal selected

**FYI: If you have multiple roles in your School/Center, you will need to select which role is needed for approval**

- The Page Review section displays your proposal’s full detail, including where it is in the workflow and what roles are left to review it
- Click on Add Comments if needed to add notes to the proposal. Comments added will be shown at the very bottom of the proposal under Reviewer Comments

**APPROVER OPTIONS**

- **Edit:** Approver can make minor edits, such as correcting typos, minor text revisions, etc.
- **Rollback:** Approver can rollback to any of the previous workflow steps, including the submitter, when major changes are suggested
- **Approve:** Once review is complete, the Approver can approve the proposal and advance it to the next step within the workflow

- Edits are color-coded so new information displays as green and removed information displays as red with strikethrough